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1.0 System Overview

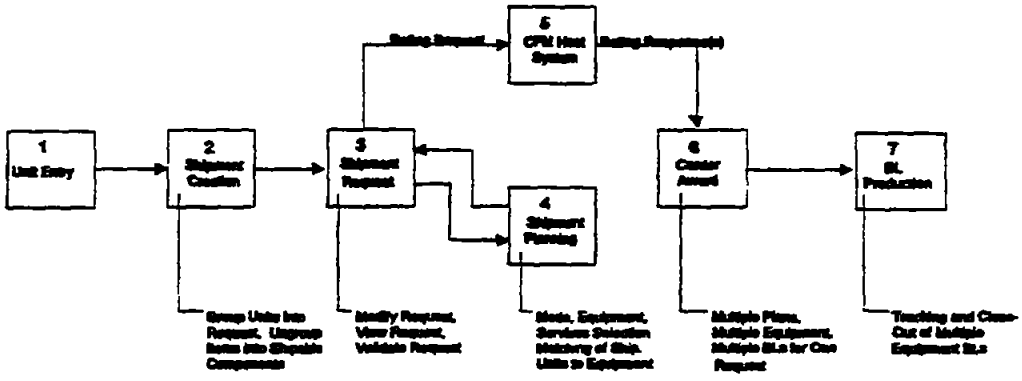
1.1 Overview

From January 1993 to June 1994 the CONUS Freight Management System Field Module Version 3.00 was updated by Government Logistics Systems, Inc. (GLS) in coordination with John A. Volpe National Transportation Systems Center (TSC), and the Military Traffic Management Command (MTMC) in Washington, DC to create version 4.00 of the CFM System. Specifically GLS only worked on the Field Module (FM), the Receiving Module (RM), and the updates to the Transportation Discrepancy Reports (TDR). This document is a list of the enhancements within the systems to create version 4.00

1.2 Field Module Related Enhancements

The CFM-FM Version 3.00 software provides field Transportation Officers (TOs) with a single user interface for obtaining shipment rating data from CFM (the Sequoia-based CFM software is referred to as the CFM Host). It then allows them to complete, print and transfer Government Bills of Lading back to the CFM Host. The system is intended to ultimately handle all modes and methods necessary for the TOs to process their shipment requests and receive rated and ranked carrier data.

1.2.1 Functional Description of IDP 4.00 FM Process



1.2.2 Shipment Unit Entry

System nomenclature has changed slightly in IDP 4.00. What were called *line items* in IDP 3.00 are now called *shipment units*. The changes to the shipment unit (line item) data from IDP 3.0 are:

- Origin / Destination Addresses are now included on the shipment unit screen.
- Shipping Dates and Priorities are included on the shipment unit screen.
- Fields have been added for DoDIC / NALC Entry on units.
- A field has been added for UFC commodity entry, which is required for shipments that include a rail plan.
- Ability to create split / partial shipment units from a single unit.
- Ability to create sub-units from a single unit (to create containerized units).
- Tracking and verification of unique TCNs both on bills of lading and throughout the system.
- Incorporation of new Security Risk Codes on shipment units.
- Performance-Oriented Packaging (HazMat) changes.

1.2.3 Shipment Creation

Version 4.00 allows the FM user to easily create shipment requests from shipment units. The user can either create the request and add the shipment units or build the shipment request from a set of selected shipment units. The ability to build a shipment request from the shipment units is a new function for IDP 4.0.

- Shipment units can be tagged individually or as a group, based on selected criteria, then used to build a shipment requst.
- Users can immediately review shipment totals for tagged shipment units.

1.2.4 Shipment Request

Shipment request entry allows the FM user to review the request as created, and make modifications. Once the user completes the request, the FM system will validate the data. Additions to the Shipment Request process are:

- A field has been added for the entry of a telephone extension number for user.
- Ability to enter foreign addresses for origins and destinations.
- Users can select "free" shipment units in the system (units that are not presently assigned to a shipment).

- Shipment requests can be built automatically by using pre-existing shipment units; the system will populate the request screen data with data gathered from the shipment units.

1.2.5 Shipment Planning

Shipment planning provides enhanced Field Module Routing capabilities allowing multiple equipment / multiple routing requests. The planning function allows users to assign particular shipment units to particular equipment, then send this plan to the CFM Host. Users can also request multiple routings (for example truck and rail) to make cost comparisons across modes. Users will be able to:

- Enter all types and combinations of multi-equipment requests.
  1. Enter multiple equipment of the same mode, loaded with specific shipment units.
  2. Enter multiple equipment of a different mode loaded with specific shipment units.
  3. Create alternate routing plans (load plans) across mode and equipment types.
- Assign shipment units to equipment.
- Input accessorial/protective services for each (or all) equipment in an enhanced manner.
- Add substitute equipment to primary equipment.
- Enter pallet, dunnage, and skid weight at the equipment level.
- Create conveyances at the Shipment Request level.
- Select shipment units not presently assigned to a shipment for loading on a piece of equipment.
- Assign stop-offs to the equipment.
- Auto-load (automatically assign shipment units to equipment) for similarly loaded pieces of equipment.

1.2.6 Interaction with the CFM Host

The CFM Host routes, rates and ranks movement requests submitted through the Field Module. The system allows for costing of the multiple equipment requests and the alternate routing plans. Enhancements to the CFM Host include:

- Updates of the message file format for new types of requests.
- Accessorial/protective service transfers are in EDI 858 format.
- Grouping of similarly loaded equipment into one group with a shipment request (multiple conveyances on the Host).
- Amend shipment request for more carriers at the equipment level.

- Re-evaluation of shipment response for one carrier (pre-audit cost of bill of lading).
- Ability to send and receive multiple equipment / routing requests.
- On-line access to the CFM Host system for Field Module Users.
- Enhanced method for communicating with CFM Host. System no longer has to load Pick operating system to process shipments.
- Updated route order structure.

1.2.7 Carrier Award Process

CFM Release 4.00 allows for carrier award at the equipment level. This allows a multiple vehicle shipment to be awarded to more than one carrier, if necessary. Multiple BLs can be created for a single shipment, or a single BL can be created — the user decides. Carrier performance is tracked for all shipments moved. For multiple shipment routing plans, the user must select the lowest cost routing plan. The following features have been added:

- Creation of multiple BLs for same shipment request.
- Grouped award of similarly loaded equipment.
- Award of multiple equipment requests to the same or different carriers.
- Selection of alternate routing plans to minimize cost.
- Award history reports are available.
- Re-evaluation of awarded carrier data for entire shipment.
- Amendment of shipment request for individual equipment.
- Re-assignment of grouped equipment by user onto different BLs.
- User edit of costed BL weight for rate qualifiers PM, PV, and DL.

1.2.8 BL Production

CFM Version 4.00 creates, produces, and manages BLs for shipment requests. The function allows multiple BLs to be created for one request, or one BL to be created for multiple equipment. The Field Module then sends an electronic copy to the CFM Host. The system allows the Field Module user or the receiver (using the Receiver Module) to close out the BL.

Additional enhancements include:

- Creation and printing of Form 1907 signature and tally.
- Close-out of multiple equipment bills of lading at the equipment level.

- Inclusion of all changes necessary for shipment units / multiple equipment processing.
- Entry of support equipment as provided by carrier.
- Formatting changes required for multiple equipment have been implemented.
- Improvements to BL formatting process.
- Electronic receipt of close out data from consignee.

1.3 General Enhancements

The following enhancements have been made to the system in other areas:

1.3.1 Export Shipment Processing

Export shipment processing is new to CFM IDP 4.00. The Field Module system now allows for the entry of export shipment data and the production of Transportation Control Movement Documents (TCMDs).

- Create TCMD and ATCMD documents.
- Print TCMD / ATCMD documents.

1.3.2 Communications

The enhancements to the communications portion of the system are as follows:

- Enhancements to 858 GBL transfer to CFM Host.
- Enhancements to message file format upload / download.
- On-line access to CFM Host Utility functions.
- Ability to handle NASI asynchronous communications.
- Enhancement to use the CISCO server at MTMC.
- Quality assurance shipment status queries from CFM Host (213-214).
- Enhancement to 997/994 error messages to improve user response.

1.3.3 Carrier Performance

The following improvements in carrier performance have been added in CFM IDP Version 4.00:

- Matching penalties with service failures and submitting to CFM Host.
- Validation of match and use of service failures on Field Module.

1.3.4 Other

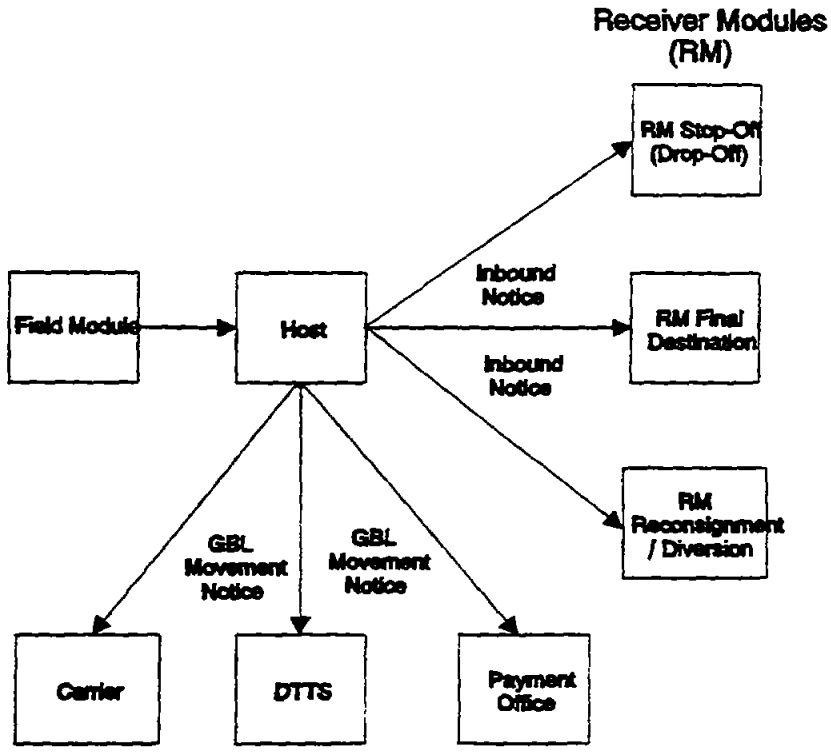
Other enhancments to the system include:

- Enhanced system defaults.
- Inclusion of new reference files.
- Local simulated shipment rating and separate databases for training users.
- Inclusion of diagnostic capability within system.
- Low-level database repair function.
- Review and printing of local system configuration files (AUTOEXEC.BAT / CONFIG.SYS).
- All Field Modules are now running under FoxPro 2.5 (There is no longer a difference between LAN and Non-LAN versions).
- Ability to archive to a hard disk drive as well as to diskette.
- Network printing to other Novell servers.
- New version of user manual.
- New version of training manual.
- Update of training instructor guide.

1.4 Receiver Module (New System)

A Receiver Module has been added to the system, which allows shipment recipients to receive advance notice of shipments, and print the bills of lading for expected freight. Recipients can then check the freight against the bill. Any discrepancies can be noted through an automated Transportation Discrepancy Report (TDR) generation process. TDR data is routed via the CFM Host to all pertinent parties. Responses are also routed via the CFM Host to the originator of the TDR. The information distribution is as follows:

1.4.1 Shipment Information Distribution



The data flows through the system as follows:

1. Shipping supply system creates a request for a shipment.
2. Shipment unit information is sent to the FM for shipping.
3. CFM-FM creates shipment and sends BL data to CFM Host.
4. The CFM Host System intelligently distributes the BL data to all systems needing the data.

The functions within the RM are:

- Ability to implement standalone receiver module at non-shipper sites.
- Inclusion of Receiver Module functions within the Field Module.
- Advance notification of GBL from Field Module to CFM Host to consignee.
- Consignee enters GBL close-out data, routes it to CFM Host, which then routes it to shipper's Field Module.
- Assessment and upload of service failures by consignee.
- Services not provided routed to CFM Host from consignee.
- Shipment information auto-loaded into TDR Request for Information electronic form.
- Ability to print memorandum copy of GBL.
- Tally-in report for shipment units.
- GBL and shipment unit log reports.
- Ability to manually enter BLs for GBL log.
- Inbound carrier performance review.
- Archiving of inbound GBLs.
- All general functions listed for the Field Module (Reference File Maintenance, System Utilities, Diagnostics, etc.)

1.4.2 Transportation Discrepancy Reports

IDP 3.00 of the Field Module supported only the entry and printing of TDRs. IDP 4.00 supports the electronic creation, sending and receiving of TDRs between consignee and consignor to track and trace the shipment. There are three basic types of TDRs supported in IDP 4.00:

1.4.2.1 Request For Information (RFI)

RFIs are the most common type of TDR and are the only type that require a response from the recipient. They are used to gather information about a shipment that has a discrepancy in order to process a claim. Once an RFI is issued, the recipient MUST respond. The maximum response time is related to the mode of movement and whether it is a classified or protected shipment.

1.4.2.2 Initial Notification

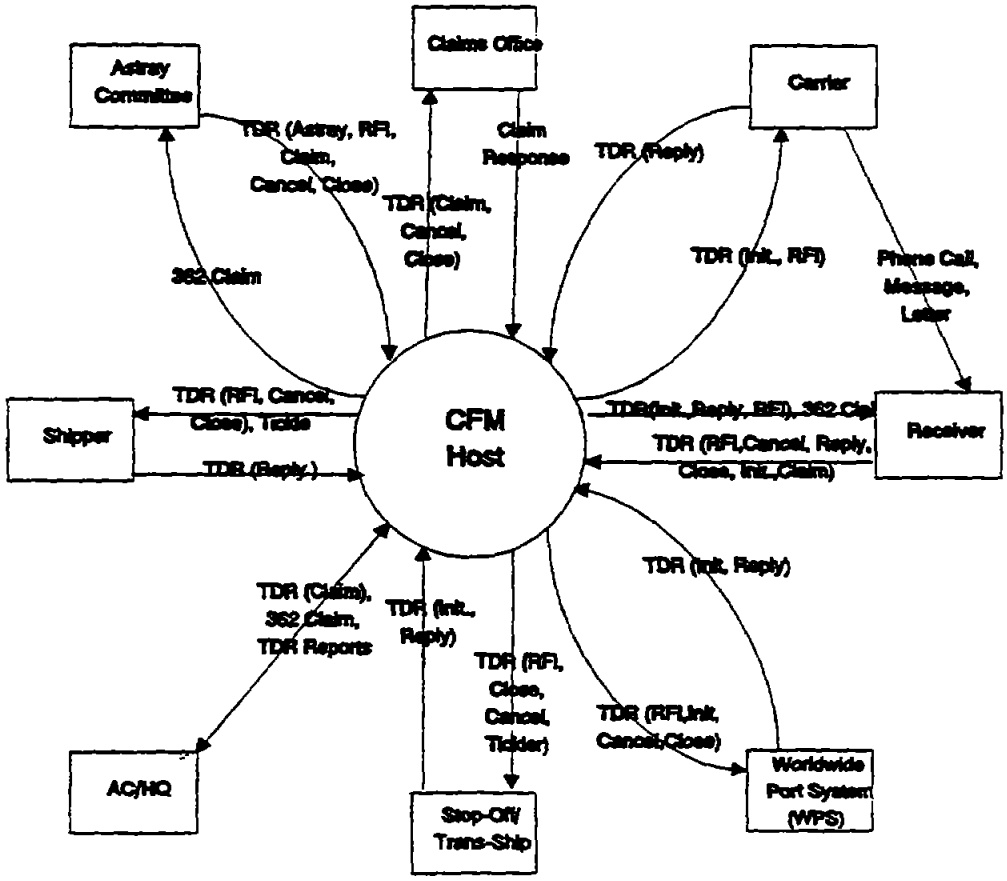
Initial Notifications are sent when the person who discovers the discrepancy is not the final consignee. The person who sends the Initial Notification sends a copy only to the final consignee of the shipment. It is then the final consignee's responsibility to create an

RFI and gather more information about the shipment, if necessary. No response is required for an Initial Notification.

1.4.2.3 Miscellaneous Problems

A Miscellaneous Problems TDR is used to report problems involved in the timely movement of freight, but will not result in a claim against a carrier. No response is required for this type of TDR.

In order to accurately report problems with a shipment via a TDR, it is also necessary to report when a shipment arrived without discrepancies or problems. As part of the CFM process, BLs will be closed out at each consignee point. This information can then be used to compare those shipments with and without discrepancies. The TDR processes of reporting, tracking, and making the final claim for loss and damages is shown in the diagram below.



1.4.2.4 Types of Communication Shown in Diagram:

- TDR Init - Initial Notification TDR, used to notify the consignee of a discrepancy at stop-off or to notify carrier of a discrepancy.
- TDR RFI - Request For Information (Also includes the Advisory Joint Message Form).
- TDR Reply - TDR used to reply to a Request For Information TDR.
- TDR Claim - TDR used for claim purposes at DFAS.
- TDR Close - Close out notice for TDR.
- TDR Cancel - Cancellation Notice of TDR.
- TDR Claims Package - TDR Claims plus other documents to support discrepancy.
- TDR Astray - Astray Freight TDR submitted by the Astray Freight Committees.
- TDR Reports - Management Report of TDRs.
- Tracer - Message reminding recipient a response to a previous TDR RFI is mandatory (automatically generated).
- 362 Claim - Freight Loss and Damage Claim used to submit discrepancy to carrier, also used to notify TDR reporting activity of claim.
- Claim Response - Claims Office response to 362 claim submittal.

Supporting documents that cannot be transferred electronically via the Host are faxed to the proper site. Types of discrepancies reported are: astray, shortage, pilferage, theft, damage, vandalism, overage, and entire shipment not received.

The new functions are:

- Transfer of TDRs to and from CFM Host.
- Tracking of TDRs via status codes (similar to shipment status codes).
- Entry of the three major types of TDRs.
- Response to an RFI by a consignee.
- Collating multiple copies of a TDR into a TDR package used for claim purposes.
- Close-out / Cancellation of a TDR.
- Archiving of TDRs.
- Inclusion of TDR processing capabilities in the CFM Field Module and the CFM Receiver Module.

2.0 System Conventions

This chapter focuses on some of the basic system conventions that underlie the CFM Field Module/Receiver Module system. If you familiarize yourself with some of the screen and keystroke conventions, the system will be easier to use and learn.

2.1 Chapter Organization

The CFM Field Module User's Manual is organized into functional chapters that match the menu options in the software. There are three sections in the manual:

- Section I — Outbound Shipment Processing
- Section II — Inbound Shipment Processing
- Section III — Transportation Discrepancy Report Processing

The chapters in each section follow the organization of the **System Menu**, the main menu in the software. In many cases, there are sub-menus from these main menu options. Each function on the sub-menu is dealt with as either an entire chapter or a section in the chapter for the menu option under which it falls.

Each chapter and section is presented in four (4) parts:

2.1.1 Functional Overview

The introductory paragraph(s) present a description of that menu option and its screens. All menu options on each vertical or ring menu are described.

2.1.2 Screen Diagrams

After the functional description, there will be a screen diagram, with a caption containing the screen name underneath it.

2.1.3 List of Data Elements

The data elements (or fields) are presented in a table containing the name of the field and what type of input is required. Refer to the screen diagram for reference.

2.1.4 Menu Options

After the descriptions of the data elements, there is a table describing all the menu options available from the screen shown.

2.2 Screen Types

The Field Module is based on screens that each have a specific functional purpose. Some screens contain vertical menus, which provide access to other screens. Some screens contain lists of specific kinds of data, which provide access to functions for using that data. Some screens contain horizontal menus along the bottom of the screen. Ring menu screens often contain lists as well. The last type of screen is a data entry screen, which allows for additions or modifications to the existing data in the system.

2.2.1 Vertical Menu Screens

On this type of screen, the menu options are displayed vertically on the screen. Vertical menus are used only for accessing other screens. Each option has a numeric or alphabetic identifier (1-0 or A-Z), which is the highlighted character in the menu option display. The System Menu is a Vertical Menu.

The highlighted menu option is referred to as the *current* option. Vertical menus prompt for a decision about the next action, and are used when no specific data needs to be displayed.

```
\CFM                          FM SYSTEM MENU          00.00.00 - 00:00:00

                    CONUS FREIGHT MANAGEMENT SYSTEM
                         CFM FM REL 4.00 (DVLP01)



                    1. Outbound Shipment Processing
                    2. Inbound Shipment Processing
                    3. Discrepancy Reports
                    4. Reference File Maintenance
                    5. Mileage Lookup
                    6. Local System Utilities
                    7. CFM Host System Utilities
                    Q. Quit




Entry of shipment requests, ranking, carrier award, and BL creation
```

Figure 2-1. Example of a vertical menu.

There are three methods of executing a vertical menu option:

1. Highlight the desired menu option using arrow keys, and press Enter.

   or

2. Press either the highlighted letter or highlighted number of the desired menu option. (Menus are not case sensitive — you can use upper or lower case letters.)

   or

3. Using your mouse, click on the menu option of your choice.

2.2.2 Horizontal Menu Screens

A horizontal (or ring) menu is the second type of menu you will encounter in the Field Module. It is called a ring menu because if you press the arrow keys, you will travel in a circle through all the menu options. These menus are used when information needs to be displayed while allowing access to other actions. They are also used to perform an action on a selected item on the screen. The menu options have either alphabetic (A-Z) or numeric identifiers (1-0).

```
\CFM                          SHIPMENT PROCESSING LIST        00.00.00 - 00:00:00
 Stat Sys-ID  Avail-Dt TP Origin          Destination          Quantity Un Pln
 4500 4159001 94.06.08 3 FRAMINGHAM    MA LOS ANGELES    CA      400 P  1
 4500 4159003 94.06.08 3 FRAMINGHAM    MA LOS ANGELES    CA     2540 P  2
 4110 4159004 94.02.18 3 FRAMINGHAM    MA LOS ANGELES    CA     5000 P  1
 4110 4159005 94.02.11 3 FRAMINGHAM    MA LOS ANGELES    CA      200 P  1
 6110 4159006 94.06.08 3 FRAMINGHAM    MA LOS ANGELES    CA     7000 P  1
 4000 4159008 94.06.08 3 FRAMINGHAM    MA LOS ANGELES    CA     5700 P  1
 2000 4159010 94.06.08 3 FRAMINGHAM    MA LOS ANGELES    CA     2540 P  1
 4010 4159012 94.06.08 3 FRAMINGHAM    MA LOS ANGELES    CA      222 P  1
 4510 4160003 94.06.09 3 FRAMINGHAM    MA LOS ANGELES    CA     3283 P  1
 3000 4160006 94.06.10 3 FRAMINGHAM    MA LOS ANGELES    CA    64450 P  2
 4510 4161007 94.07.04 3 FRAMINGHAM    MA LOS ANGELES    CA     3003 P  1
 4000 4161008 94.06.08 3 FRAMINGHAM    MA LOS ANGELES    CA     4000 P  1
 4000 4161014 94.06.18 3 FRAMINGHAM    MA LOS ANGELES    CA    20000 P  1
 5110 4164021 94.07.04 3 FRAMINGHAM    MA LOS ANGELES    CA    10000 P  1
 2100 4164024 94.06.13 3 FRAMINGHAM    MA SAN DIEGO      CA   120000 P  2
 6100 4164025 94.06.13 3 FRAMINGHAM    MA SAN FRANCISCO  CA       10 P  1
 5110 4164026 94.07.04 3 FRAMINGHAM    MA LOS ANGELES    CA     3200 P  1
 4000 4164028 94.06.13 3 FRAMINGHAM    MA LOS ANGELES    CA    20000 P  1

 → Plan  Rank  aWard  BL  Archive  Utils  eXit

 (1000s to 4000s) Add, edit, inquire, build, or delete shipment data ←┐
 └── Ring Menu Options                                    FYI Line ──┘
```

Figure 2-2. Example of a horizontal menu at the bottom of a list screen.

There is a horizontal menu at the bottom of this screen. Some of the menu options are: Ship, Rank, and aWard. Most of the screen is used to display data (in this case, shipments in process). As in the vertical menu, the highlighted menu option is referred to as the current menu option.

There are three methods of executing a ring menu option:

1. Use the ← or → key to highlight the desired menu option, then press Enter.

   or

2. Press either the highlighted letter (displayed in upper case) or highlighted number of the desired menu option. Letters can be either upper or lower case.

   or

3. Using your mouse, click on the desired menu option.

2.2.3 List Screens

On lists of data with ring menus, the highlight bar will be displayed on a horizontal line of information. Each line represents a different piece of data. There are column headers on the line above the first line of data, which describe each column of data presented in the list. List screens usually have a horizontal menu at the bottom. The menu options take the user to another screen or perform an action on the highlighted line of data.

2.2.4 Data Entry Screens

The Field Module has many screens which are designated for data entry. These are controlled by programs that manage the flow of the screen in a logical manner. An example of a data entry screen is shown in Figure 2-3. The subsequent data entry conventions are followed on data entry screens:

2.2.4.1 Mandatory Data Fields

Data fields that require mandatory input are indicated in the FYI line by an (M) at the beginning of the line. You must enter valid data in the field before continuing to the next field. If the data does not pass the error checking function for a field, the message: **INVALID INPUT** will appear in the upper right hand corner of the screen. *You will be prevented from continuing until the data is corrected.*

2.2.4.2 Pick List Screens

In cases where the field value is a code (such as a commodity code), the system will display a screen with a list of valid codes *if* an incorrect value, partial value, no value, or asterisk (*) is entered. These are called pick list screens. They allow you to select a code by using the arrow keys (or mouse click) to highlight the desired code and pressing [S] (or clicking on it) for "Select". The chosen code is automatically entered into the data field. Most pick lists also have a Quick Find function, which allows you to search the list for a desired text string. A pick list screen is displayed in Figure 2-3 in bold.

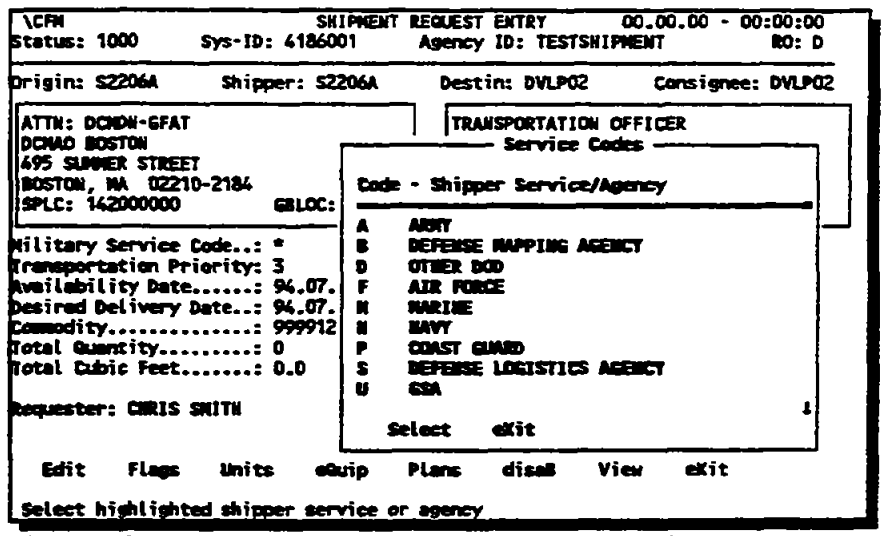


Figure 2-3. Data Entry screen with Pick List screen (in bold).

2.2.4.3 Use of Color

Colors are used within the system to indicate different types of data. The following color conventions are standard:

Display Only Data — Data that is displayed on the screen but cannot be changed in the current mode is shown in blue-green on a blue background or blue on a blue-green window, depending on how many windows are stacked upon one another.

Modifiable Data — Data that is displayed and can be modified in the current mode is shown in yellow on a black background.

Labels — Labels are used to identify data elements. They are shown in white on a blue or blue-green background.

Messages — Messages are used to notify you about an action taking place, additional input required, or errors found. They are displayed on the screen as pop-up boxes containing a text message. There are two basic types of message boxes:

Error Messages White with a red background. The red color of the error messages is used to call your attention to a problem. In many cases, you must correct the error before continuing to process a shipment.

User Messages White with a grey background. User messages are for your information, and usually do not require a correction.

2.3 Screen Conventions

Standard conventions for screens in the Field Module system are listed in the following paragraphs.

2.3.1 Top Line

The top line of the screen always contains the User ID, the title of the current screen, and the current date and time.

2.3.2 Line 24 (FYI Line)

The bottom line of the screen always contains an **FYI** (or **For Your Information**) line to instruct you. If the system is waiting for you to choose a menu option, the FYI line describes the currently highlighted menu option. If the cursor resides on a data entry field, the FYI line will describe valid data for that field. An (M) at the beginning of an FYI line indicates that the data element is mandatory.

2.3.3 Highlighting

The system uses the highlight bar to indicate the currently selected menu option and the currently selected record from a list. If the user presses Enter, the menu option that is currently highlighted will be executed. If the menu option being executed performs its task upon a single piece of data, the currently highlighted data will be acted upon.

2.3.4 Additional Data Arrows

At the upper right and lower right of a list screen, there are indicator arrows to show if there is more data available than appears on the screen. An arrow in either the upper or lower corner indicates that more data is available if you press the arrow keys, page keys, or click on the arrow with the mouse. If no additional data is available in the up or down direction, the arrows are replaced by solid boxes.

2.3.5 Tagging Data

For lists of data where you may want a menu option to act on more than just the currently highlighted option, a **Tag, Tag All,** or **Group Tag** horizontal menu option allows you to mark those records that are to be acted upon. When a record is tagged, the system displays it in a different color (usually yellow) and an arrowhead (▸)is displayed in the left-most column next to the tagged data. When you initiate the desired action, only the tagged records are accessed. The tag is removed when the process is completed.

2.4 Keystroke Conventions

The Field Module has standard keystroke conventions that work consistently throughout the software. The keystroke conventions are dependent on the screen type.

2.4.1 Using your Mouse

If your system has a mouse, you can use it almost anywhere in the Field Module software. You can select menu items, highlight list items, move to a field on a data entry screen, or page up and down on a list screen by clicking on an item with the mouse. You can also click on radio buttons with your mouse. Radio buttons ask you to take an action such as SAVE or CANCEL, and they look like this: <Save> <Cancel>.

2.4.2 Keys Valid in All Menus

The following paragraphs detail the functions of the keys that behave identically in all menu structures.

F1 Displays a HELP screen for the active screen. There is a functional description of the screen's purpose, a detailed listing of data elements, and user input requirements.

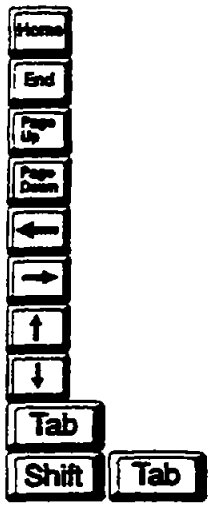
Enter Executes the currently highlighted menu option. For screens with lists, the menu option will act on the currently highlighted selection.

Esc Cancels the current function and returns to the previous screen. In data entry mode, Esc cancels the changes that have been made and returns to the menu.

2.4.2.1 A Highlighted Alphabetic or Numeric Key

If you press the key corresponding to any of the highlighted (white) characters in the menu options, the system will execute that option. Otherwise no action will take place. These keys are known as "Hot Keys" because they immediately perform an action at the touch of a key.

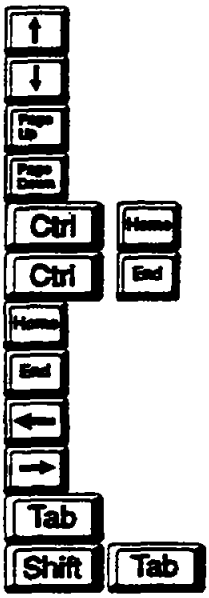
2.4.3 Keys Valid in all Vertical Menus:



Highlights the top menu option.
Highlights the bottom menu option.
Highlights the top menu option.
Highlights the bottom menu option.
Highlights previous menu option.
Highlights next menu option.
Highlights previous menu option.
Highlights next menu option.
Highlights the next menu option.
Highlights the previous menu option.

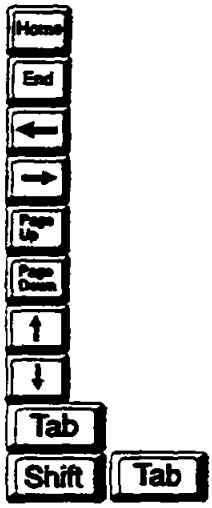
2.4.4 Keys Valid in Ring Menus with Data Lists

To move the highlight bar to a different line of data, use the following keys:



Moves to the previous line of data in the system.
Moves to the next line of data in the system.
Moves to the previous page of data in the system.
Moves to the next page of data in the system.
Moves to the first line of data in the system.
Moves to the last line of data in the system.
Highlights the first ring menu option.
Highlights the last ring menu option.
Highlights previous ring menu option.
Highlights next ring menu option.
Highlights the next ring menu option.
Highlights the previous ring menu option.

2.4.5 Keys Valid in Ring Menus without Data Lists



Highlights the first ring menu option.

Highlights the last ring menu option.

Highlights previous ring menu option.

Highlights next ring menu option.

Highlights the first ring menu option.

Highlights the last ring menu option.

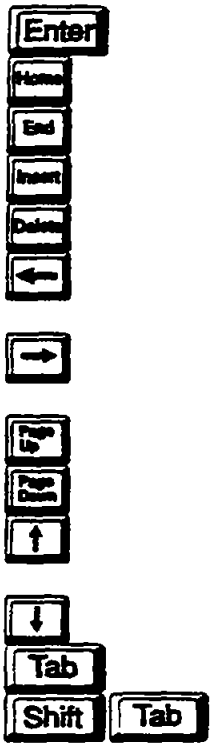
Highlights previous ring menu option.

Highlights next ring menu option.

Highlights the next ring menu option.

Highlights the previous ring menu option.

2.4.6 Keys Valid in Data Entry Screens



Completes current field and moves to next field.

Moves cursor to beginning of current field.

Moves cursor to end of current field.

Toggles on and off character insert mode.

Deletes character under cursor.

Moves cursor to the left, then moves to the previous field.

Moves cursor to the right, then moves to the next field.

Completes current field and exits screen.

Completes current field and exits screen.

Completes current field and moves to previous field.

Completes current field and moves to next field.

Completes current field and moves to next field.

Completes current field and moves to the previous field.

2.5 Online Help

Press F1 to access online help from any screen in the system. Help provides a functional overview of the purpose of the screen, a description of its menu options, and a detailed description of the data elements displayed or entered on the screen, along with any special instructions for using the screen.

Page through the help display using the Page Up and Page Down keys, or use your mouse to click on the scroll arrows in the scroll bar on the right side of the screen. You can also drag (click and hold the mouse button down) the diamond-shaped indicator in the scroll bar to move up and down in the help screen.

To view the help data for related screens, highlight the "Topics" menu option using your arrow keys or click on it with your mouse. This option displays a list of all help topics in the system. Select a topic by highlighting it and pressing Enter or click on it with your mouse. The help for that topic will then be displayed.

Press Esc to return to the active screen.

```
\CFM                          SHIPMENT REQUEST ENTRY        00.00.00 - 00:00:00

SHIPMENT REQUEST ENTRY SCREEN
The Shipment Request Entry screen contains the data elements required to
create a simple shipment request.  There are several windows available for
adding data about more complex shipments.  Each of these windows contains a
different type of information.

DEFAULTS
Many defaults can be set using the Site Configuration function available
under Reference File Maintenance on the System Menu. The Origin and Shipper
Address codes, Military Service Code, Transportation Priority, Commodity
code, Routing Plan mode code, Equipment code, and Phone and FAX numbers can
all be set as defaults.  Defaults can always be overridden by simply typing
over the existing data with new information.

COMPLETING THE SCREEN
You must enter valid responses for those data elements that are indicated
as mandatory by an (M) in the FYI line and must complete the Shipment
Request Entry screen before entering any additional information.  The data
entered in the windows will be reflected in fields on the right hand column ↓

                              <Topics>

Press <ESC> for previous entry, <TAB> then <ENTER> to select Topics
```

Figure 2-4. Help screen.

2.5.1 The Escape Key

The Esc key can always be used to safely back out of any action. On either type of menu, it will take you to the previous menu. On a data entry screen, it will cancel the entry *without saving the changes*. It can be used to back completely out of the Field Module to DOS.

If you press Esc before completing an action, you will be prompted for an action to take before continuing to back out.

2.6 System Security

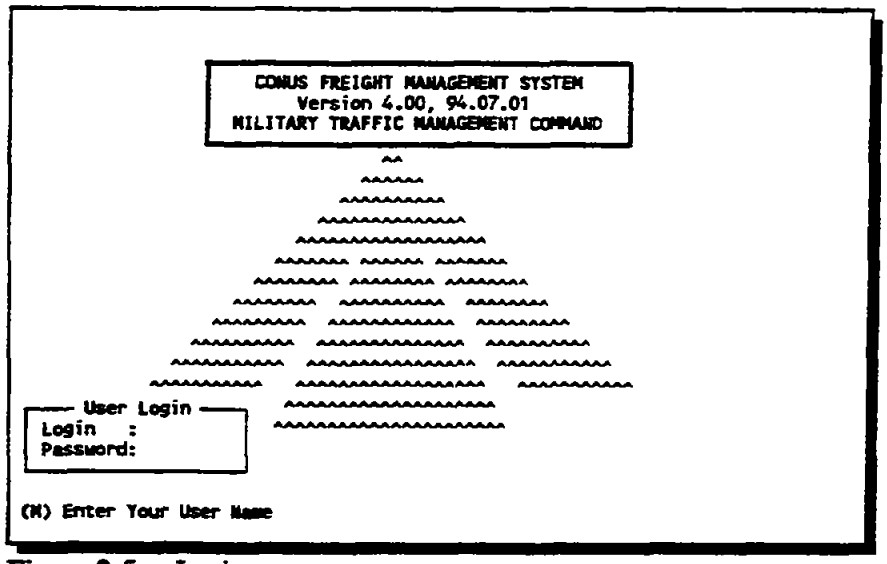


Figure 2-5. Login screen.

2.6.1 Login and Password Entry

To enter the Field Module system, you must enter a valid Login (User ID) and password. You are given three (3) tries to correctly enter both User ID and password. If you fail three times the system quits and returns to DOS. Contact the Field Module System Administrator if this problem occurs.

2.6.2 User Privileges

The Field Module has a security system based on the login User ID. The system tracks users by their login User ID and grants or denies menu access privileges according to the setup defined for that user by the Field Module System Administrator. The system recognizes three classes of user: superuser, normal user, and training user.

2.6.2.1 Superuser

This is the only user that can add other users and grant or remove menu access privileges for other users. This is a special user account and should not be used for normal daily operations.

The system comes initialized with a Superuser account login of "MTMC" with a password of "MTMC". The password should be changed as soon as a system administrator has been appointed. The "MTMC" User ID may also be changed. To set up and maintain users and privileges, use the Local System Utilities menu, execute the

menu option labelled "**Password Maintenance**", and log in as MTMC, MTMC.

2.6.2.2 Normal User

This class of user can execute any menu option for which they have been given access privileges. All daily operations should be performed by persons with this type of account. Users can only change their *own* password, using the **Local System Utilities** menu option labelled "**Password Maintenance**".

2.6.2.3 Training User

This class of user can is intended for new users that have not yet learned the system, or users that are being trained in a training class.
When a user is added as a "training user," the system redirects all shipment, TDR, and bill of lading data to a special training database area. Training users differ from live users in the following ways:

- Training users see a *TRAINING* designation at the top left corner of the screen.
- Training users do not have access to shipments on the "live" system. All training data is stored separately.
- Training users do not have privileges to delete reference file data.
- If a training user prints a bill of lading, a draft copy is generated (no BL number is assigned), but the system "thinks" that it has processed a standard copy of the BL. (The status code is updated as though a standard BL was printed.) A false BL number appears on the BL and is comprised of a percent sign (%) followed by the shipment System ID.
- If a training user prints a report, a **TRAINING** label is printed at the top of the page.

Training users' shipment requests may be sent to the CFM Host for processing or they may be processed locally by a Host simulation program. This is determined by the **Training Request Processed At** setting in the Site Configuration System Defaults. If this default is set to Local mode, shipment data will be processed by a Host simulation that is part of CFM. This simulation will "process" shipment requests and update shipment status codes. Shipment requests that are processed by the simulated Host will receive carrier rankings immediately (i.e., the status code will be updated from 2000 to 3000 with one "call").

2.7 The System Menu

The System Menu is displayed after the successful completion of the login process. The System Menu provides the user with access to all Field Module functions. The System Menu options are listed in the paragraphs below.

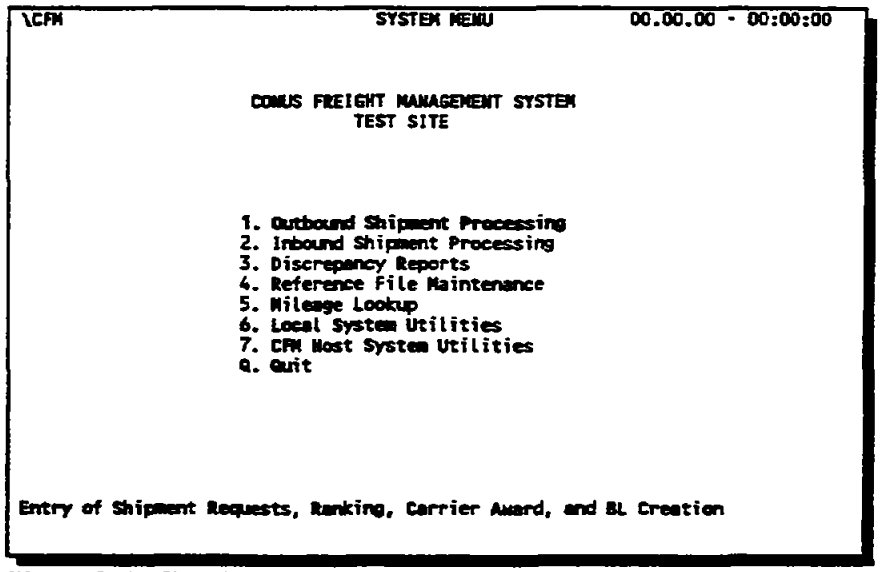


Figure 2-6. The System Menu.

2.7.1 Outbound Shipment Processing

This menu option displays a submenu that allows you to perform all processing functions for outbound shipments. After accessing option 1 on the menu, a submenu containing the following options will be displayed.

1. Domestic Shipment Processing
2. Export Shipment Processing
3. Shipment Reports
4. Carrier Performance

2.7.1.1 Domestic Shipment Processing

Pressing [1] from the **Outbound Processing** menu accesses the **Shipment Processing List** (for domestic shipments).

All of the following functions can be performed from this screen:

Plan — Enter and maintain data used to create a shipment request. Information entered in the shipment request process is used both to obtain a routing from MTMC and in the Bill of Lading (BL) creation process.

Rank — Selectively send shipment requests to the CFM Host for routing.

Award — Award the shipment to a carrier from the CFM routing. Captures TO carrier award decisions for later use in the Carrier Performance function.

BL — Edit and print the Bill of Lading using a laser printer and plain paper. Enter and print BL Correction Notices and close out or cancel BLs. Transmit BL data to CFM Host.

Archive — Archive completed BLs to an area of the hard disk or a floppy disk for storage or future use.

Utilities — Performs functions such as reviewing processing history, searching and ordering the shipment list, displaying status codes, producing shipment reports.

2.7.1.2 Export Shipment Processing

Pressing [2] from the **Outbound Processing** menu accesses the **Export Shipment Processing List** (for export shipments only).

All of the following functions can be performed from this screen:

Add — Enter and maintain data used to create an export shipment. Information entered in this process is used to create the Transportation Control Movement Document (TCMD).

Edit — Maintain data for previously entered export shipments.

Delete — Delete previously entered export shipments.

Print — Print the TCMD using a laser printer and plain paper.

2.7.1.3 Shipment Reports

Pressing [3] from the **Outbound Processing** menu accesses **Shipment Reports.**

This menu option allows users to select and print either BL Log reports or BL Units reports. The BL Log reports are broken out by bill of lading, whereas the BL Units reports are broken out at the shipment unit level. The following paragraphs describe the reports:

2.7.1.3.1 BL Log Reports

Tonnage Report — Detail listing of all shipments listed by destination state.
Tonnage Summary — Summary of all shipments by destination state.
Carrier Report — Detail listing of all shipments by awarded carrier.
Carrier Summary — Summary of shipments by awarded carrier.
BL Log Short Form — Short listing of completed BL status.
BL Log Long Form — Detail listing of all completed BLs.

2.7.1.3.2 BL Units Reports

Shipment Unit Detail — A detail listing of the shipment unit data sorted by BL number.
TCN Detail — A detail listing of shipment unit data sorted by TCN number.
Appropriation Detail — A detail listing of shipment unit data sorted by appropriation and including prorated cost for the shipment unit with a subtotal for each appropriation.
Appropriation Summary — A summary of the prorated costs and numbers of shipment units by appropriation.
Contract Detail — A detail listing of shipment unit data sorted by contract and including prorated cost for the shipment unit with a subtotal for each contract.
Contract Summary — A summary of the prorated costs and numbers of shipment units by Contract.
Commodity Detail — A detail listing of shipment unit data sorted by commodity code and including the prorated cost for the shipment unit with a subtotal for each commodity.
Commodity Summary — A summary of the prorated costs and numbers of shipment units by commodity code.
Billing Office Detail — A detail listing of shipment unit data sorted by Billing Office and including the prorated cost for the shipment unit with a subtotal for each Billing Office.
Billing Office Summary — A summary of the prorated costs and numbers of shipment units by Billing Office.

2.7.1.4 Carrier Performance

Pressing [4] from the **Outbound Processing** menu accesses **Carrier Performance.**

This option allows review of both the summary and detail of carrier service failures for the past 45 days on a carrier-by-carrier basis. Users can enter Local Non-use Penalties and Service Failures for carriers that will prevent these carriers from being used in routings.

2.7.2 Inbound Shipment Processing

This menu option displays a submenu that allows you to perform all processing functions for inbound shipments. After accessing option 2 on the main menu, a submenu containing the following options will be displayed.

1. Inbound Shipment Processing
2. Shipment Reports
3. Carrier Performance

2.7.2.1 Inbound Shipments

Pressing [1] from the **Inbound Processing** menu allows shipment receivers access to all the inbound BL data that has been sent (via the CFM Host) for advance notice of shipments. Receivers can print BLs for inbound shipments, enter signature and tally data, create TDRs for discrepant shipments, and close out shipments if they have been received intact.

2.7.2.2 Shipment Reports

Pressing [2] from the **Inbound Processing** menu accesses **Shipment Reports.**

This menu option allows users to select and print either BL Log reports or BL Units reports *for inbound BL data only*. The BL Log reports are broken out by bill of lading, whereas the BL Units reports are broken out at the shipment unit level. The following paragraphs describe the reports:

2.7.2.2.1 BL Log Reports

Tonnage Report — Detail listing of all shipments listed by destination state.
Tonnage Summary — Summary of all shipments by destination state.
Carrier Report — Detail listing of all shipments by awarded carrier.
Carrier Summary — Summary of shipments by awarded carrier.
BL Log Short Form — Short listing of completed BL status.
BL Log Long Form — Detail listing of all completed BLs.

2.7.2.2.2 BL Units Reports

Shipment Unit Detail — A detail listing of the shipment unit data sorted by BL number.
TCN Detail — A detail listing of shipment unit data sorted by TCN number.
Appropriation Detail — A detail listing of shipment unit data sorted by appropriation and including prorated cost for the shipment unit with a subtotal for each appropriation.
Appropriation Summary — A summary of the prorated costs and numbers of shipment units by appropriation.
Contract Detail — A detail listing of shipment unit data sorted by contract and including prorated cost for the shipment unit with a subtotal for each contract.
Contract Summary — A summary of the prorated costs and numbers of shipment units by Contract.
Commodity Detail — A detail listing of shipment unit data sorted by commodity code and including the prorated cost for the shipment unit with a subtotal for each commodity.
Commodity Summary — A summary of the prorated costs and numbers of shipment units by commodity code.
Billing Office Detail — A detail listing of shipment unit data sorted by Billing Office and including the prorated cost for the shipment unit with a subtotal for each Billing Office.
Billing Office Summary — A summary of the prorated costs and numbers of shipment units by Billing Office.

2.7.2.3 Carrier Performance

Pressing 3 from the **Inbound Processing** menu accesses **Carrier Performance** (for inbound shipments only).

This option allows review of both the summary and detail of carrier service failures for the past 45 days on a carrier-by-carrier basis. Users can enter Services Not Provided for carriers that fail to provide a service that was requested by the shipper.

2.7.3 Discrepancy Reports

The Discrepancy Reports option allows users to create Transportation Discrepancy Reports (TDRs). TDRs report shipment shortages, damaged goods, and other discrepancies. TDRs can then be sent to the CFM Host, which will route TDRs to the appropriate parties. Replies to the TDR will then be routed back to the originator through the CFM Host.

2.7.4 Reference File Maintenance

This option allows users to maintain data in reference files used to support the different transportation functions in the system. These reference files include:

BL Numbers — A user-maintained table of blocks of BL Numbers to be automatically allocated during BL printing.

Appropriations — A user-maintained table of appropriations used by the TO in BL preparation.

Commodity Codes — NMFC, UFC, and DOD Unique commodity codes used in shipment request and BL preparation.

Standard Annotations — Blocks of standard text that are used in BL preparation, including HazMat certifications and Marks and Annotations.

Addresses — Addresses for consignors and consignees that are shipping partners for the TO. Also included are the addresses for Area Commands and the payment and accounting offices at DFAS, NAVMTO, and MCLB. Export or overseas addresses can also be added.

Carriers — The SCAC, name and phone numbers with contact persons for carriers returned in MTMC routings. The user can add additional phone numbers for local contact points and local carriers used in local routings.

Hazardous Materials — A user-maintained table of UN/NA Identification data used in the shipment request and BL preparation process.

Port Codes — Codes and port names for all ports entered into the system. This includes both water ports and airports.

Units of Measure — A user-maintained listing of all codes and descriptions of units of measure used.

Contracts — A user-maintained listing of all contract numbers, their effective dates, and corresponding FOB points.

RINS — Allows users to browse or maintain RINS parameters.

Export Related Files — A user-maintained listing of export related files such as: ETA codes, hour codes, military grades, vessel billing types, and country codes.

View Only Files — Non-modifiable files that contain information on: Movement Modes, Service Codes, Equipment Codes, Container Codes, SPLC Codes, Military Service Codes, Discrepancy Codes, and Service Failure Codes.

2.7.5 Mileage Lookup

This menu option allows users to look up the distance between an origin and a destination point. It also allows users to maintain and modify latitude and longitude points and mileage.

2.7.6 Local System Utilities

Allows users to maintain the system. The following options are available from this menu:

Re-index Data Files — Allows users to easily remove deleted records from the databases and recover disk space. This option can also detect and repair damaged index files.

Site Configuration — The file that contains system identifiers including GBLOC, TO's name and title, system default values for shipment requests, BLs, Correction Notices, Transfer Discrepancy Reports, and data entry.

System Configuration — Allows the user to view the current status of the PC on which the software is installed, including disk space and memory utilization as well as software versions.

Password Maintenance — Allows users to change their password and the Systems Administrator to add new users and grant or remove user access privileges on a menu option level.

Printer Maintenance — Defines where printers are installed on the system.

Recover Disk Space — Rebuilds databases to recover disk space being used by deleted records.

Diagnostics — Allows users to access diagnostic tools for troubleshooting the system. Several options on this menu are meant to be used in conjunction with technical support.

2.7.7 Host System Utilities

This option dials the CFM Host and allows users to access a menu of utility functions on the CFM Host. Available utilities include: Master File Reports, Tender View, Rating/Ranking Analysis, Completed Shipment Information, and Terminal Facilities Guide access.

2.8 Exiting the Field Module

It is EXTREMELY important to exit the Field Module software using the "Quit" menu option.

Always return to the DOS prompt before shutting off the machine. The Field Module is a database application and ***it is possible to corrupt the data files if you simply turn off or reboot the machine*** while the Field Module software is running.

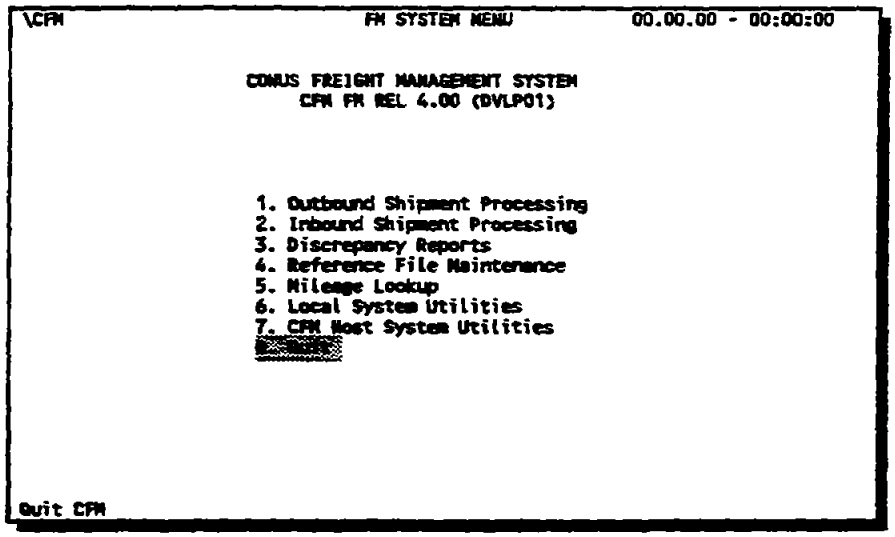


Figure 2-7 Exiting the CFM Field Module

1.0 Domestic Shipment Processing

The Domestic Shipment Processing menu option is used to perform the operational duties for routing domestic freight The system is designed to allow you to track all shipments from entering a request to archiving the shipment. You enter a shipment request, send the data to the CFM Host system for routing (or manually enter the rated carrier data based on local routing authority), award the shipment to a rated carrier, edit and print a Bill of Lading for that shipment, transmit the BL data to the Host, close out the shipment, then the archive the shipment. Shipment request and carrier award data is automatically brought forward to the BL. Completed shipment data can be reported on even if the shipment itself has been archived. All bill of lading data is retained for reporting purposes.

1.1 Shipment Processing Overview

All shipments can be viewed on the **Domestic Shipment Processing List**. Each shipment has a status code that indicates its level of completed processing. You can access *all* shipment processing functions from this list. Each major step in the process is handled using menu options on the **Domestic Shipment Processing List**. After activating one of the menu options, a sub-list of shipments that are ready for that particular level of processing will be displayed. You can sort or redefine these lists at your discretion using the Find function on the Shipment Utilities menu.

1.1.1 Entering Shipment Requests

Shipment Request entry is performed from the **Shipment Request List** using the functions available from that screen. Data entry is kept to a minimum through the use of coded fields and pick lists.

Version 4.00 of the Field Module incorporates the ability to create multiple plans for a shipment request. This means that, for example, you could enter a shipment request, then create two (or more) plans for that request. One might be a plan for using a motor freight carrier and one might be for a rail movement. These plans are then sent to the CFM Host, which will create a costing comparison. The Host will send back rated carriers for each plan you have submitted. You will then be able to select one based on the lowest cost to move the freight.

Also new to Version 4.00 is the ability to quickly and easily create multiple vehicle shipments. Shipment units (formerly called line items) can be selectively loaded onto the desired equipment. Creating a 10-truck movement is easy, especially if the trucks will be loaded identically. There is a new "auto-load" feature in Version 4.00 that uses a piece of equipment onto which you have loaded shipment unit(s), and loads all equipment in the plan automatically, in the same way that you loaded the first vehicle.

Shipment units can now be created in advance of creating a shipment request. Version 4.00 supports a "free list" of shipment units that have not yet been loaded onto a vehicle. You can then build shipments from this pool of unassigned shipment units, creating the best shipment scenario possible.

All the data entered into the shipment request is carried forward to the BL so that little or no data entry is necessary to create a BL.

1.1.2 Obtaining Rated Carriers

Routings for the completed shipment plans are obtained using the options on the **Ranking List** screen. There are some restrictions on the type of shipments that can be routed automatically via the CFM Host. The shipments that cannot be automatically rated on the CFM Host will be sent to the Area Command for review and approval. Currently, you must send the data to the CFM Host via modem, then call back later to receive the rated carriers after the Host has completed the routing.

Another option for routing is to override the CFM Host and use local routing authority to choose the carrier. For override shipments, rated carrier data needed during BL creation must be manually entered.

1.1.3 Awarding the Shipment to a Rated Carrier

The carrier award process is completed using the **Rated Plans List**. If multiple plans were created for a shipment, after awarding the carrier, you must select a routing plan. You may award a single shipment plan to more than one carrier. If your plan calls for multiple vehicles, and your low-cost carrier can only supply a limited number of vehicles, you can award that carrier for certain vehicles, and another carrier for the remaining vehicles. All carrier award data is recorded for later use. The number of refusals, improper equipment, no shows, and other carrier service failures is tracked on a carrier-by-carrier basis and is

transmitted to the host for inclusion in the analysis of that carrier's performance on both the local and national level.

From the **Rated Plans List** you can plan the layout of the BL and establish multiple BLs for one shipment. The bill of lading option allows you to create as many or as few bills of lading for a shipment movement as necessary. If you have a movement of five vehicles, but your low-cost carrier can only provide two of the five vehicles, you can create one bill of lading for these two trucks, or you can create two separate bills, one for each driver. For the remaining three vehicles, you can award these to a different carrier (or carriers) and create as many bills as you need to deal with the different situations that may arise.

1.1.4 Creating the BL

After selecting a bill of lading layout from the **Rated Plans List**, you will move to the **BL Maintenance List**. Using the **BL Maintenance List**, the editing and printing of a BL is made easier with the use of a **"what-you-see-is-what-you-get"** editing screen. You can review the formatting of the BL and make changes before printing. BL continuation sheets are automatically formatted by the system, but you can change this formatting if you like. After reviewing the BL on the screen, you can also print a draft copy to make sure that the BL is correct.

A BL Corrections Notice function similar to the BL Editing function is also available. This expedites the correction notice function. You can easily close out a shipment or cancel the BL and record the decision for the cancellation.

1.1.5 Transferring GBL Data to the Host

All BL data is automatically transmitted to the Host system, where it is disseminated to the receiver of the shipment, and any stop-off points. This is a new function of Version 4.00. There is a new product, the **CFM Receiver Module**, which will be provided to shipment recipients. This module allows recipients to receive from the Host all bill of lading data for the shipments that they are expecting. Then they can create TDRs, if necessary, to report on discrepancies between the bill of lading data and the actual freight that they have received.

All bill of lading data is stored on the Host for reporting purposes as well. The system will not allow you to archive a shipment until it has been transmitted to the Host.

1.1.6 Archiving Shipments

Using the **Archiving List** function, you can selectively decide when you need to archive historical shipment data to a floppy disk or to another directory in your system. The system will allow you to easily restore archived data on an as-needed basis.

1.1.7 Transportation Discrepancy Reports

Version 4.00 greatly enhances Transportation Discrepancy Report (TDR) creation capabilities. CFM Receiver Module users (and Field Module users who also receive shipments) are the primary creators of TDRs. In Version 4.00, TDRs can be created by entering shipment data (kept to a minimum by coded fields and pick lists). TDRs can also be quickly and easily created by using inbound bill of lading data (the system automatically brings all the pertinent BL data forward to the TDR form). Either way, it takes only a few minutes to create a TDR. The TDR is then transmitted to the CFM Host, which will then route the TDR to the proper recipients, based on the information you have specified. If the TDR recipient is a CFM user, s/he will receive the TDR data from the Host the next time a connection is established. The recipient of the TDR needs only to enter a reply, and route it back to the CFM Host, which will then forward it to the originator of the TDR. The originator can then review all replies, and collate them onto a single copy of the TDR.

1.2 Shipment Processing List

Press 1 from the **System Menu**, then 1 again on the **Outbound Processing Submenu** to display the **Shipment Processing List**. This screen will be used to access all processing functions for outbound domestic freight shipments.

```
\GDV\CFM USER:M              SHIPMENT PROCESSING LIST          00.00.00 - 00:00:00
 Stat SYS-ID  Avail-Dt TP Origin            Destination          Quantity Un Pln
 4500 3274011 93.11.01  2 ST. LOUIS        MO ALBUQUERQUE       NM      600 P   1
 4500 3274012 93.10.01  3 ST LOUIS         MO HOUSTON           TX    15540 P   2
 4500 3274015 93.11.01  3 ST. LOUIS        MO ALBUQUERQUE       NM     5000 P   2
 4500 3274016 93.11.01  2 ST. LOUIS        MO ALBUQUERQUE       NM     4000 P   1
 4010 3275001 93.11.21  3 ST LOUIS         MO PENSACOLA         FL     1332 P   1
 4510 3287001 93.12.12  3 CAMBRIDGE        MA NORTH KINGSTOW    RI    20000 P   1
 4010 3309002 93.12.12  3 ST. LOUIS        MO TINKER AFB        OK     3500 P   1
 4510 3321002 93.12.01  2 PATRICK AFB      FL BEAVERTON         OR     8976 P   1
 4010 3341004 93.12.12  1 MOBILE           AL PINE BLUFF        AR    30738 P   1
 4010 3341009 93.12.02  1 PENSACOLA        FL ALBUQUERQUE       NM     7000 P   1
 1000 3341011 93.12.12  3 ST LOUIS         MO LITTLE ROCK       AR     1200 P   1
 2000 3344001 94.01.01  3 NATICK           MA FORT DEVENS       MA     2700 P   1
 1100 3344004 93.12.30  1 PENSACOLA        FL PENSACOLA         FL    16056 P   1

   Plan     Rank     eWard     BL     Archive     Utils     eXit

(1000s to 4000s) Add, edit, inquire, build, or delete shipment request data
```

Figure 1-1. Shipment Processing List.

The **Shipment Processing List** is the primary screen for processing shipments. The shipments are listed in the order in which they were entered. You can work with any of these shipments using the menu options available on this screen. Each of the first five ring menu options matches one of the major steps in shipment processing.

1.2.1 Columns Displayed

Each line on the screen represents a shipment, with the following columns of data presented for each one.

Column	Description
Stat.	A system assigned 4-digit code that indicates the current status of the each shipment. The status code is used by the system to determine if a shipment is ready the next level of processing. There are 6 major levels of status codes for all shipments: 1000 The Shipment Request Entry Process 2000 The Ranking Process 3000 The Carrier Award Process 4000 The BL Creation Process 5000 BL Printed 6000 BL Cancelled or Closed 7000 BL Archived
SYS-ID	A system-assigned 7-character number that uniquely identifies this shipment to the system. The number is composed of these elements: Position 1 - The last digit of the current year. Positions 2-4 - The entry date of the shipment (in julian notation). Positions 5-7 - The sequence number on the day it was entered. *Note: The SYS-ID label can be temporarily replaced with the local Agency ID assigned to that shipment if you prefer. See Utilities description.*
Avail Dt.	The date the shipment is available for loading. The date is in the format YY.MM.DD.
TP	The Transportation Priority. Can be 1, 2, or 3, with 1 being the highest priority.
Origin	The city and state of the shipment's origin.
Destination	The city and state of the shipment's final destination.
Quantity	The total quantity for this shipment. Generally in pounds, but may be gallons or barrels.
Un	The unit of measure for total quantity. P Pounds G Gallons B Barrels

Column	Description
Pln	The number of routing plans created for this shipment.

1.2.2 Menu Options

The table below lists the menu options available on the **Shipment Processing List**.

Option	Description
Plan	Lists shipments for which a BL has not yet been produced (status codes 1000 - 4510) and allows you to enter, update, build, delete or print the shipment requests.
Rank	Lists shipments that are ready to be routed (status codes 2000 - 2999) and allows you to select shipments to be sent to the CFM Host for routing, or to override the shipment and send it directly to BL creation.
Award	Allows you to select a shipment plan and carrier(s) for the currently highlighted shipment from a list of Host rated carriers. Also allows you to prepare multiple BLs if necessary for multiple equipment shipments. Shipments must have a status code between 3000 and 4500 (but not 4010 or 4110) to begin the award process.
BL	Lists shipments that are ready for BL creation and those that have been printed and may need correction or close out. Allows you to edit and print the BL, create a BL Correction Notice, send the BL data to the Host, and close or cancel the BL.
Archive	Lists all shipments for which a BL has been printed and the data has been transmitted to the Host, and allows you to select shipments to be archived to floppy disk or to another directory in your system. Archived shipments are removed from the system upon completion. A Restore function is available to retrieve shipments from the archive disk or directory.

Option	Description
Utils	Displays a menu of utility functions that allows you to: 1. History — Review the processing history of the currently highlighted shipment. 2. View Errors — View errors found in the shipment data by the system. 3. Copy — Copy the data from the currently highlighted shipment to a create a new shipment. 4. Shipment Display — Obtain a more detailed view of the currently highlighted shipment. 5. Find — Search and sort the current list by user selected criteria. 6. Status Codes — List all the status codes used by the system along with a short description of each. 7. Display Local ID — Toggle between System ID and Local ID on all shipment lists. 8. Shipment Report — Produce a report that lists all shipments in the system. This report lists the shipment status and tasks remaining for each shipment. 9. Assign GBL — Pre-assign a GBL number to a shipment. A. Instructions — Edit or add shipping instructions. B. Offline Archive — Archive shipments that have not been completely processed on the CFM Field Module. X. Exit — Return to the Shipment Processing List.
Exit	Returns to the **Outbound Processing** menu.

1.3 The Shipment Request List

Press P on the **Shipment Processing List** to display the **Shipment Request List**. The screen shown below will then be displayed.

```
\GOV\CFM USER:M                SHIPMENT REQUEST LIST          00.00.00 - 00:00:00
 Code SYS-ID  Avail-Dt TP Origin          Destination          Quantity  Pln
 1000 3341011 93.12.12  3 ST LOUIS       MO LITTLE ROCK    AR    1200 P   1
 2000 3344001 94.01.01  3 NATICK         MA FORT DEVENS    MA    2700 P   2
 1100 3344004 93.12.30  1 PENSACOLA      FL PENSACOLA      FL   16056 P   1

   uNits   Add   Edit   Delete   Print   Utils   eXit

Maintain or import shipment unit data
```

Figure 1-2. Shipment Request List.

The **Shipment Request List** displays a list of all shipments in the system for which a BL has not yet been prepared and printed. This screen is used to access all functions for editing and printing requests for domestic freight shipments. Using this list, you can track requests until a BL has been printed. You can add new requests for routing, modify existing requests and ready them for re-routing, and remove requests that are no longer active. There is a print function that creates a copy of the Domestic Route Order Release Request form. The same data columns are used on the **Shipment Request List** as on the **Shipment Processing List**. See page 1-6 for complete information.

1.3.1 Menu Options

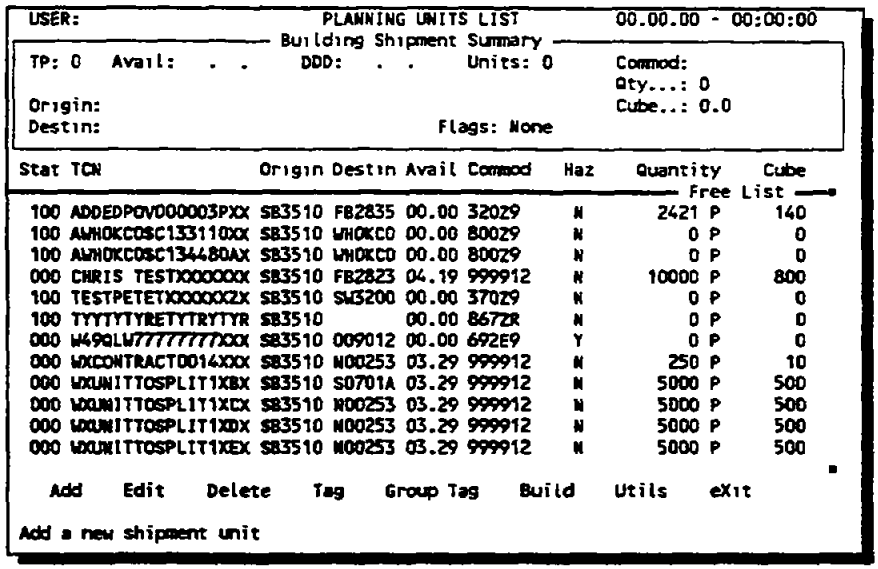
The table below describes the menu options available on the **Shipment Request List**.

Option	Description
Units	Displays the list of available shipment units in the system and build a new shipment request by combining these units.
Add	Create a new shipment by entering shipment request data.
Edit	Change the data for the currently highlighted shipment. Changes in the shipment request data for a routed shipment will require that shipment to be re-routed. It is recommended that any changes to the shipment request be entered using the **Edit** option so that the system will ensure that the CFM Host routing accurately reflects the shipment's detail.
Inquire	Review (but not modify) the shipment request data for the currently highlighted shipment.
Delete	Delete the currently highlighted shipment and all related data.
Print	Print a hard copy of the shipment request data on the laser printer for the currently highlighted shipment.
Utils	Display a menu of utility functions that allows you to: 1. Review the processing history of the currently highlighted shipment. 2. View errors found in the shipment data by the system. 3. Copy the data from the currently highlighted shipment to a create a new shipment. 4. Obtain a more detailed view of the currently highlighted shipment. 5. Search and sort the current list by user selected criteria. 6. Lists all the status codes used by the system along with a short description of each. 7. Toggles between System ID and Local ID on all shipment lists. 8. Produces a report that lists all shipments in the system. This report lists the shipment status and tasks remaining for each shipment. 9. Assign a GBL number to a shipment. A. Add or edit shipping instructions. B. Archive shipments that have not been completely processed on the CFM Field Module.

Option	Description
Exit	Returns to the **Shipment Processing List.**

1.3.2 Planning Units List

Press **N** on the **Shipment Request List** to display the **Planning Units List** (shown below)



```
USER:                          PLANNING UNITS LIST          00.00.00 - 00:00:00
                          Building Shipment Summary
TP: 0   Avail:   .  .     DDD:   .  .     Units: 0      Commod:
                                                       Qty...: 0
Origin:                                                Cube..: 0.0
Destin:                                Flags: None

Stat TCN                 Origin Destin Avail Commod   Haz    Quantity    Cube
                                                                 Free List
 100 ADDEDPOVD00003PXX SB3510 FB2835 00.00 32029      N        2421 P      140
 100 AWHOKCOSC133110XX SB3510 WHOKCO 00.00 80029      N           0 P        0
 100 AWHOKCOSC134480AX SB3510 WHOKCO 00.00 80029      N           0 P        0
 000 CHRIS TESTXXXXXXX SB3510 FB2823 04.19 999912     N       10000 P      800
 100 TESTPETETXXXXXX2X SB3510 SW3200 00.00 37029      N           0 P        0
 100 TYYTYYTYRETYTRYTYR SB3510        00.00 867ZR     N           0 P        0
 000 W49QLW7777777777XX SB3510 009012 00.00 692E9     Y           0 P        0
 000 WXCONTRACT0014XXX SB3510 N00253 03.29 999912     N         250 P       10
 000 WXUNITTOSPLIT1XBX SB3510 S0701A 03.29 999912     N        5000 P      500
 000 WXUNITTOSPLIT1XCX SB3510 N00253 03.29 999912     N        5000 P      500
 000 WXUNITTOSPLIT1XDX SB3510 N00253 03.29 999912     N        5000 P      500
 000 WXUNITTOSPLIT1XEX SB3510 N00253 03.29 999912     N        5000 P      500

  Add   Edit   Delete   Tag   Group Tag   Build   Utils   eXit

Add a new shipment unit
```

Figure 1-3. Planning Units List.

The **Planning Units List** screen displays shipment units in the CFM system. From this screen you can add, edit and delete shipment units. You can also build shipments by combining free shipment units

The screen is divided into two sections. The top portion of the screen, entitled **Building Shipment Summary**, displays information as you begin tagging shipment units to build a shipment. The bottom portion of the screen displays information about each shipment unit. The **Free List** flag at the top right of the list indicates that the list includes only those shipment units that have not been assigned to a shipment. If the **All List** flag appears in its place, then all shipment units in the system are being displayed.

1.3.2.1 Data Displayed

The table below describes the data displayed on the **Planning Units List** screen.

Screen Label	Description
Summary Portion	
TP	The Transportation Priority of the tagged shipment unit with the highest priority. Can be 1, 2 or 3 with 1 being the highest priority.
Avail.	The latest availability date of all tagged shipment units.
DDD	The earliest desired delivery date of all tagged shipment units.
Units	The number of shipment units tagged.
Commod.	The commodity code for the tagged shipment units. If the shipment units are different commodities, this field will read **Mixed.**
Qty.	The total quantity of the tagged shipment units. Generally, this is pounds, but can also be gallons or barrels.
Cube	The total cube of the tagged shipment units.
Origin	The origin point for the first tagged shipment unit on the list.
Dest.	The destination of the first tagged shipment unit on the list.
Flags	Displays any special shipment flags associated with the tagged shipment units.
List Portion	
Stat	A system assigned 3-digit code that indicates the current status of each shipment unit. 000 - Not attached to a shipment. No errors. 100 - Not attached to a shipment. Has errors. 500 - Attached to a shipment. No errors. 600 - Attached to a shipment. Has errors.
TCN	The Transportation Control Number for this shipment unit.
Origin	The address code for the origin point for the shipment unit.
Destin	The address code for the destination of the shipment unit.

Screen Label	Description
Avail	The date this shipment unit is available to be shipped. (MM.DD)
Commod	The commodity code for the shipment unit
Haz	A **Y** in this column indicates that this shipment unit contains hazardous materials. An **N** indicates that it does not.
Quantity	Total number of pounds, barrels or gallons in this shipment unit.
Cube	Total volume of this shipment unit in cubic feet.
Asg.	An **A** in this column indicates that this shipment units is assigned to a shipment. (This field is only displayed on the "All List" — it is not displayed on the "Free List.")

1.3.2.2 Menu Options

The following menu options are available from the **Planning Units List** screen.

Option	Description
Add	Displays the **Shipment Unit Entry** screen from which you can enter additional shipment units.
Edit	Displays the highlighted shipment unit in edit mode.
Delete	Deletes the highlighted shipment unit.
Tag	Tags the highlighted shipment unit for building.
Group Tag	Allows you to tag multiple shipment units for building based on criteria entered in the **Group Tag Query** window.
Build	Creates a Shipment Request from the tagged shipment units.

Option	Description	
Utils	1. Copy	Copies shipment unit data from the highlighted unit to create a new shipment unit.
	2. Split	Splits the highlighted shipment unit into sub-units.
	3. Text	Allows you to add notes to the highlighted shipment unit.
	4. Find	Sorts shipment units.
	5. Quick	Allows you to quickly find a shipment unit based on TCN
	6. Import	This feature is not currently available.
	7. All List	Lists all shipment units in the system.
	8. Toggle Header	Turns **Building Shipment Summary** portion of screen on and off.
Exit	Returns to the Shipment Request List.	

1.3.2.3 Adding a Shipment Unit

Press [A] to add shipment unit detail to the shipment request. The system will accept up to 999 shipment units for each shipment request.

```
USER:                          SHIPMENT UNIT ENTRY          00.00.00 - 00:00:00
Status:  000   Source: CFM   Unit Flags:

TCN.........:
Origin......:                                                        POE:
Destination.:                                                        POD:
Requisition:                          TPI: 3    Avail:   .  .    DDD:   .  .

NSN.........:     -  -  -             DODIC:              Security Risk:

Commodity...:                  Rail Commodity: U          Project.......:
Description:

Packages....:      0   Type:        Total Qty:        0        UOM: P
    Length:     0    Width:     0     Height:     0       Tot Cube:        0.0

 Appropriation
 Code:                                                        Bill Off:

 GOV
 VIN..:                        Bumper:                 Bil:  0   Model...:

(M) Enter the Transportation Control Number for this shipment unit
```

Figure 1-4. Adding a Shipment Unit.

1.3.2.3.1 Shipment Unit Data Elements

The following data elements are entered to complete a shipment unit record. Defaults can always be overridden by simply typing over the existing data with new information. After completing all the data elements, a ring menu will be dipslayed which will allow you to add HazMat, POV, HHG, container, and packaging information for the shipment unit. You can also enter text to be printed on the GBL with the shipment unit. Upon exiting the **Shipment Unit Entry** screen, you will be prompted to save the shipment unit or re-enter the data. The default answer is Y to save the data. All shipment unit data is carried forward to specific blocks on the Bill of Lading.

All data fields marked with an (M) are mandatory (data must be entered in this field).

Screen Label	Description
Status	The status of this shipment unit. 000 - Not attached to a shipment. No errors. 100 - Not attached to a shipment. Has errors. 500 - Attached to a shipment. No errors. 600 - Attached to a shipment. Has errors.
Source	The system from which this unit originated.
Unit Flags	Flags for this shipment unit. These flags correspond to the menu options (HazMat through Text) that are displayed after entering a shipment unit. HAZ - Hazardous materials shipment unit. CONT - Contract information POV - Privately owned vehicle HHG - Household goods/unaccompanied baggage CNTR - Container information PACK - Packaging information TEXT - Before or after line item text
TCN (M)	The Transportation Control Number for this shipment unit. (This field can only be changed when initially adding the shipment unit. After the shipment unit has been saved, this field becomes read-only.)
Origin (M)	The origin address code for this shipment unit. The system will default to the origin address code from the shipment request, if one has been entered. This default can be changed. A pick list of address codes is available for partial or unknown entries.

Screen Label	Description
POE	The port of embarkation for this shipment unit if it is an export shipment. A pick list of port codes is available for partial or unknown entries. Leave this field blank if this shipment unit is not an export shipment.
Destination (M)	The destination address code for this shipment unit. The system will default to the destination address code from the shipment request, if one has been entered. A pick list of address codes is available for partial or unknown entries.
POD	The port of debarkation for this shipment unit if it is an export shipment. A pick list of port codes is available for partial or unknown entries. Leave this field blank if this shipment unit is not an export shipment.
Requisition	The requisition number for this shipment unit.
TPI (M)	The Transportation Priority code indicates the routing priority that applies to this shipment unit. The system is set to default to 3, a normal priority shipment; however you can change the TP to 1, 2 or 3. 1 is the highest priority.
Avail (M)	The date this shipment is available for pickup. The date is entered as YY.MM.DD. The date must be today's date or later.
DDD (M)	For a priority 3 shipment unit, the system will default to the Desired Delivery Date based on the DOD Standard Transit Time for either Truck Load or Less Than Truck Load shipments whichever is selected in the site configuration. The date is entered as YY.MM.DD. You may change the date as long as it is greater than or equal to the Availability Date. If you request expedited service, the Desired Delivery Date becomes the Required Delivery Date.
NSN	The National Stock Number for this unit.
DODIC	DOD Identification Code or Navy-Army Logistics Code.

Screen Label	Description
Security Risk	Indicates the security risk code for this shipment unit. The system defaults to blank, meaning no security risk category for this item. Valid security risk codes are: **S** Secret **C** Confidential **P** Pilferable **U** Unclassified **1** Highest Sensitivity (Category I) **2** High Sensitivity (Category II) **3** Moderate Sensitivity (Category III) **4** Low Sensitivity (Category IV) **5** Highest Sensitivity (Category I, Secret) **6** Highest Sensitivity (Category I, Confidential) **7** Uncontrolled/Unclassified **8** High Sensitivity (Category II, Confidential)
Commodity (M)	The NMFC commodity code for this shipment unit. The system will default to the commodity code from the shipment request, if one has been entered. This default can be changed. A pick list of commodity codes is available for partial or unknown entries.
Rail Commodity	The UFC commodity code for this shipment unit. A pick list of UFC commodity codes is available for partial or unknown entries. *Note: This is not a mandatory entry, but you must enter a rail commodity if you are entering a plan for a rail movement. Otherwise an error will occur when saving the shipment request.*
Project	The 3-character project code for the shipment unit. *Note: This field is used only for tracking and reporting on particular projects.*
Description	A short description of the item being shipped. This aids the Freight Rate technicians at the Area Command in routing the freight. This description also appears on the BL.
Packages (M)	The total number of packages for this shipment unit.
Type (M)	The code for the type of container. There is a pick list of valid container codes available for partial or unknown entries.
Total Qty (M)	The total quantity of the item being shipped.
UOM (M)	The unit of measure for total quantity - Pounds, Gallons, or Barrels. The system defaults to P for pounds.

Screen Label	Description
Length	The length (in inches) of a package for this shipment unit. If you enter length, you must also enter width and height.
Width	The width (in inches) of a package for this shipment unit. If you enter width, you must also enter length and height.
Height	The height (in inches) of a package for this shipment unit. If you enter height, you must also enter length and width.
Tot Cube (M)	The total cubic feet for this shipment unit. The system calculates the total cube by multiplying the number of packages times the length, width, and height (if entered), or you can leave length, width and height blank and just enter total cube
Appropriation Code (M)	The 2- 4- or 8-character Fund Cite or TAC Code can be entered to retrieve the appropriation number to be charged for shipping this unit. There is also a pick list of valid appropriations available for partial or unknown appropriations, or you may enter a unique number.
Bill Off.	The address code for the billing office for the appropriation. There is a pick list of valid addresses available for partial or unknown addresses.
VIN (M)	If item being shipped is a vehicle, the Vehicle ID Number. If the package type is VE or VO, this is a mandatory field, otherwise it is not available for edit.
Bumper	If the unit being shipped is a container (code has a first character of A, X, Y, or Z), the unique DoD identification number. This field is mandatory for containers, optional for vehicles.
BII	The basic issue item number.
Model	The model number of the vehicle.

1.3.2.3.2 Shipment Unit Menu Options

The following menu options are available on the **Shipment Unit Entry** screen after completing data entry.

Option	Description
Edit	Allows you to edit the currently displayed shipment unit.

Option	Description
HazMat	Allows you to maintain HazMat information for the currently displayed shipment unit
Contract	Displays the Contract window from which you can add contract information for the currently displayed shipment unit.
POV	Displays the Privately Owned Vehicle window from which you can add the necessary information if the shipment unit is a privately owned vehicle.
HHG	Displays the Household Goods/Unaccompanied Baggage window from which you can enter the necessary information if the shipment unit is household goods or unaccompanied baggage.
cOntain	Displays the Container window from which you can enter information about the container if this shipment unit is containerized.
packK	Allows you to enter packaging information about the shipment unit.
Text	Allows you to enter notes for the shipment unit.
View	Displays errors found in the shipment unit data by the system.
eXit	Returns to the Shipment Unit Entry screen.

Editing a Shipment Unit

Press E to edit the currently displayed shipment unit. You will have access to the same data fields described in the section beginning on page 1-14 (except TCN, which is read-only at this point). Use the Tab or Enter key tomove to the desired field, or click on the desired field with your mouse, make your changes, then press Page Down when you are finished.

Hazardous Materials Detail

To add Hazardous Materails data that will be printed on the BL press H. The system will generate a list of all hazardous materials for the highlighted shipment unit. The columns of data displayed on this screen are the same as those described in the table on page 1-49.

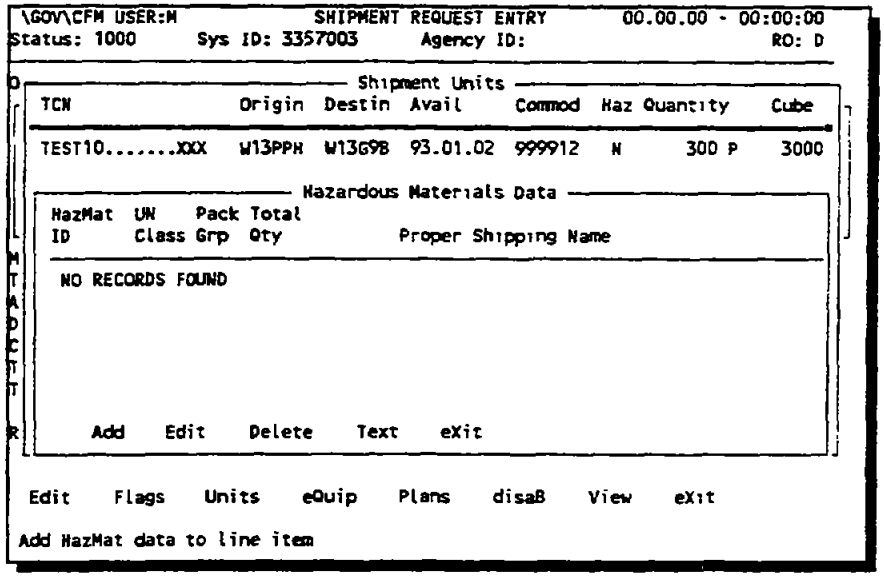


Figure 1-5. The Hazardous Materials Data screen.

Menu Options

The following menu options are available on the **Hazardous Materials Data** screen.

Option	Description
Add	Add a new hazardous materials record.
Edit	Edit the currently highlighted hazardous materials record.
Delete	Delete the currently highlighted hazardous materials record.
Text	Add or modify text to be printed on the BL with this hazardous materials record.
Exit	Return to the previous screen.

Adding Hazardous Materials Detail

Press [A] to add hazardous materials detail to the shipment unit. You can enter as many unique hazardous materials as are needed.

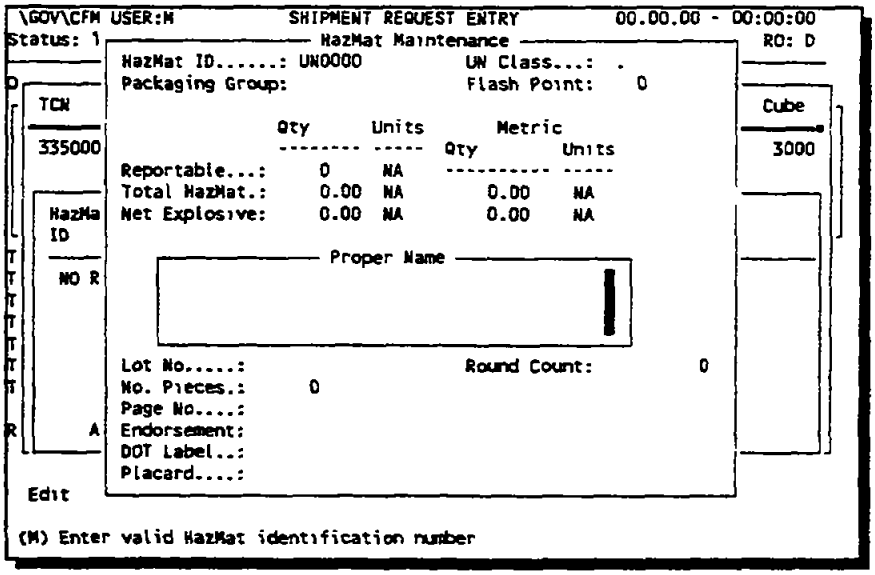


Figure 1-6. Adding Hazardous Materials Detail.

Data Elements

The following data elements are entered on the **HazMat Maintenance** screen.

Screen Label	Description
HazMat ID (M)	The UN or NA Identification Number for this hazardous material. There is a pick list available for partial, unknown, or duplicate UN/NA ID numbers. Choosing from the pick list generates all the rest of the fields except Net Explosive Quantity and Total HazMat Quantity.
UN Class (M)	The UN Classification code for this hazardous material. This is filled in by the system if the UN/NA ID pick list is used, but you can change it.
Packaging Group	The packaging group for this hazardous material. This is filled in by the system if the UN/NA ID pick list is used, but you can change it.
Flash Point	The flash point (in degrees fahrenheit) for this item if it is flammable. This is filled in by the system if the UN/NA ID pick list is used, but you can change it.

Screen Label	Description
Qty / Units	The total quantity and unit of measure for the item listed to the left. There is a pick list available for Units of Measure. If you enter a *non-metric* unit of measure, the amount will be automatically converted to metric units and copied to the Metric Qty field on the right (if conversion is known).
Metric Qty / Units	The total *metric* quantity and unit of measure for the item listed to the left There is a pick list available for Units of Measure Only metric quantities may be entered here.
Reportable	The minimum reportable quantity.
Total HazMat (M)	The total quantity of the hazardous material.
Net Explosive	The net explosive quantity.
Proper Name (M)	The proper shipping name for this hazardous material. This is filled in by the system if the UN/NA ID pick list is used.
Lot No.	The lot number for the hazardous material.
No. Pieces	The number of pieces of hazardous material.
Round Count	The round count of ammunition.
Page No.	Page number of the UN/NA ID.
Endorsement	The endorsement of the UN/NA ID.
DOT Label	The DOT label of the UN/NA ID.
Placard	The placarding of the UN/NA ID.

After you have finished entering data, you will be prompted to save your work. Make sure **<Save>** is highlighted, then press Enter. Press X to return to the **Shipment Unit Entry** screen.

Adding Contract Information

To add contract information for the currently displayed shipment unit, press C. The **Contract** window (Figure 1-7)will be displayed.

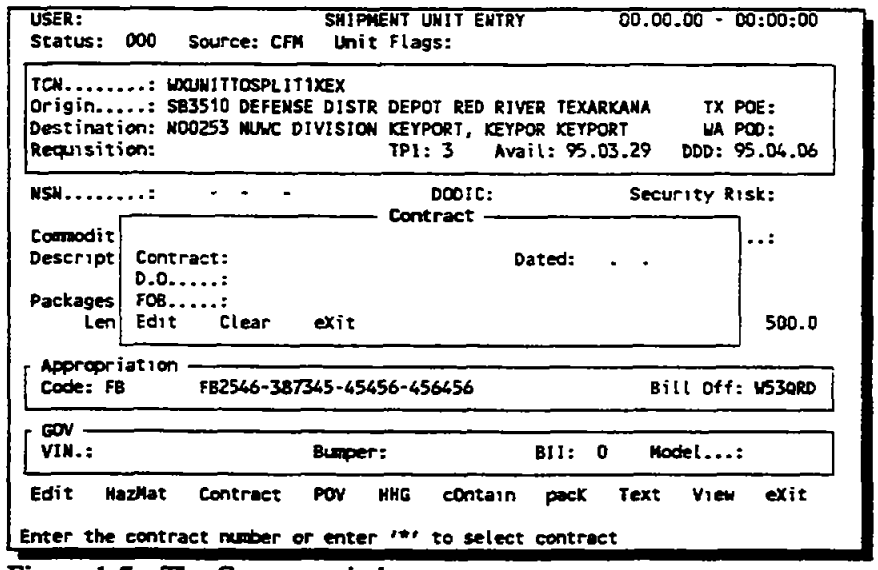


Figure 1-7. The Contract window.

Data Elements

The table below describes the data elements displayed on the **Contracts** window.

Screen Label	Description
Contract	The contract (PIIN) number this unit is being shipped against. Enter an asterisk for a pick list of contract numbers.
Dated	The effective date of the contract or purchase order. Entered as YY.MM.DD.
D.O.	Delivery order number, if needed.
FOB	The address code for the shipping point where the government takes responsibility for the freight.

Menu Options

The table below describes the menu options available on the **Contracts** window.

Option	Description
Edit	Allows you to add or edit data displayed.
Clear	Clears the data displayed.
eXit	Returns to the previous screen.

Privately Owned Vehicle Information

If the shipment unit is a privately owned vehicle, press P to enter the necessary information. The **Privately Owned Vehicle** window (shown below) will be displayed.

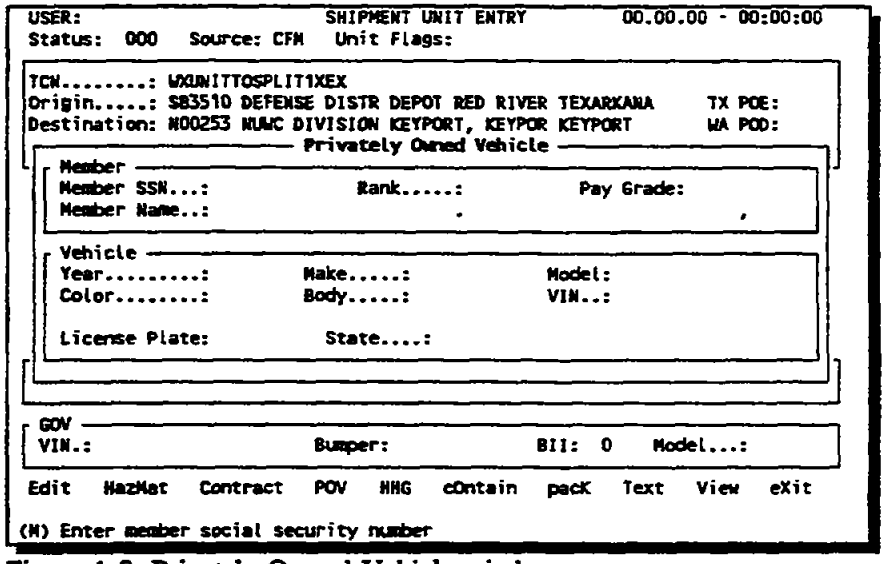


Figure 1-8. Privately Owned Vehicle window.

Data Elements

The table below describes the data elements to enter when adding information about a privately owned vehicle.

Screen Label	Description
Member SSN	The social security number for the owner of the vehicle.
Rank	The military rank for the owner of the vehicle.
Pay Grade	The pay grade for the owner of the vehicle.
Member Name	The name of the owner of the vehicle
Year	The year of the vehicle.
Make	The make of the vehicle.
Model	The model of the vehicle.
Color	The color of the vehicle.
Body	The body style of the vehicle.
VIN	The vehicle identification number.
License Plate	The license plate number on the vehicle.
State	The state in which the vehicle is registered.

Menu Options

The table below describes the menu options available on the **Privately Owned Vehicle** window.

Option	Description
Edit	Allows you to add or edit data displayed.
Clear	Clears the data displayed.
eXit	Returns to the previous screen.

Household Goods/Unaccompanied Baggage

If the shipment unit is considred household goods or unaccompanied baggage, press H to enter the necessary additional information about the freight. The window shown below will then be displayed.

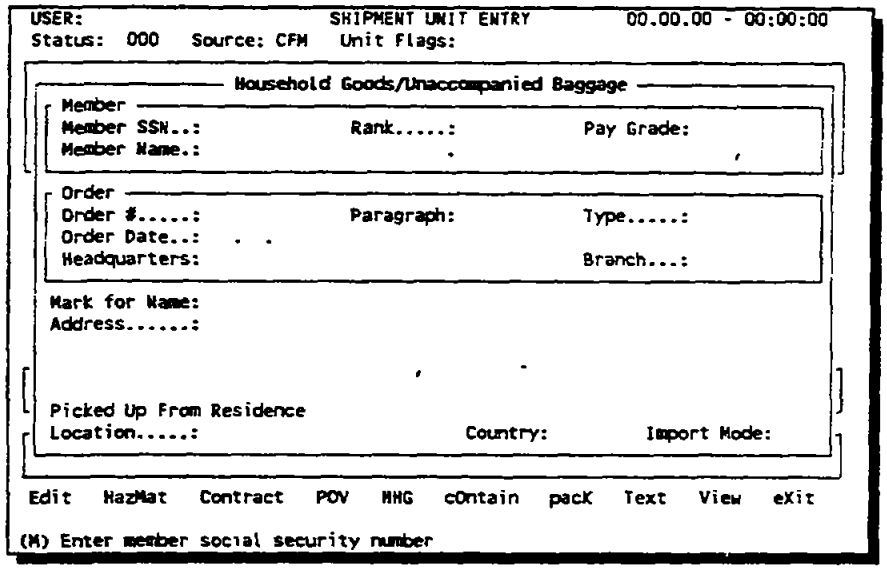


Figure 1-9. Household Goods/Unaccompanied Baggage window.

Data Elements

The table below describes the data elements displayed on the **Household Goods/Unaccompanied Baggage** window.

Screen Label	Description
Member SSN	The member's social security number.
Rank	The member's military rank.
Pay Grade	The member's pay grade.
Member Name	The member's full name.
Order #	Military order number.
Paragraph	Paragraph number.
Type	Order type, original or ammended.
Order Date	Order date (YY.MM.DD).
Headquarters	Issuing headquarters' name.
Branch	Service branch code.
Mark for Name	The mark for name.
Address	The full mark for address, including street, city, state and ZIP Code.
Picked Up from Residence Location	The pick up location.

Screen Label	Description
Country	The two character country code abbreviation.
Import Mode	The import mode.

Menu Options

The table below describes the menu options available on the **Household Goods/Unaccompanied Baggage** window.

Option	Description
Edit	Allows you to add or edit data displayed.
Clear	Clears the data displayed.
eXit	Returns to the previous screen.

Container Information

If the shipment unit is containerized, press O to enter information about the container in which it is being shipped. The **Container Information** window (shown below) will be displayed.

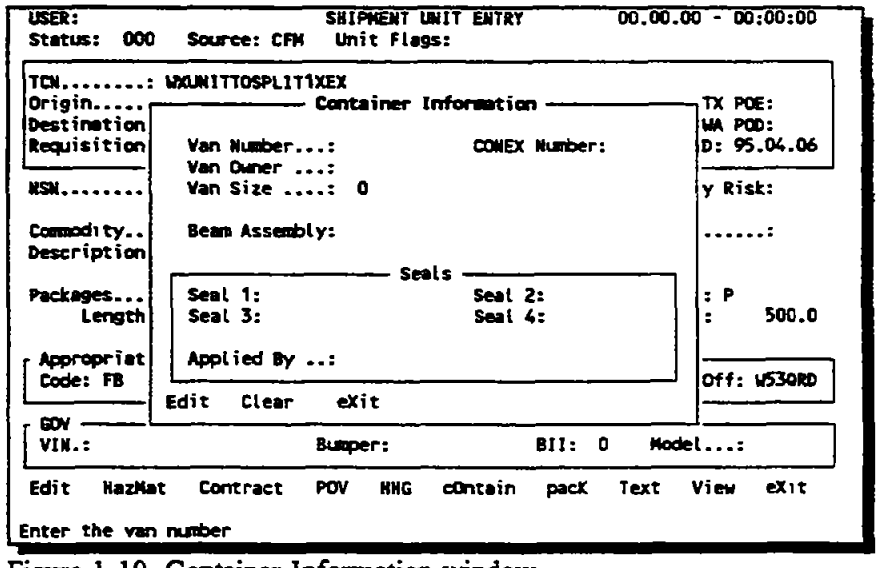


Figure 1-10. Container Information window.

Data Elements

The table below describes the data elements to enter on the **Container Information** window.

Screen Label	Description
Van Number	The van number.
CONEX Number	The CONEX number.
Van Owner	THe van owner code.
Van Size	The van size.
Beam Assembly	The number of beam assemblies.
Seals 1-4	The numbers for seals one through four.
Applied By	The applied by information. CA if applied by the carrier. SH if applied by the shipper.

Menu Options

The table below describes the menu options available on the **Container Information** window.

Option	Description
Edit	Allows you to add or edit data displayed.
Clear	Clears the data displayed.
eXit	Returns to the previous screen.

Packaging Weight

To enter information about the weight of packagings materails for the shipment unit, press K. The **Packaging Weight** window (shown below) will be displayed.

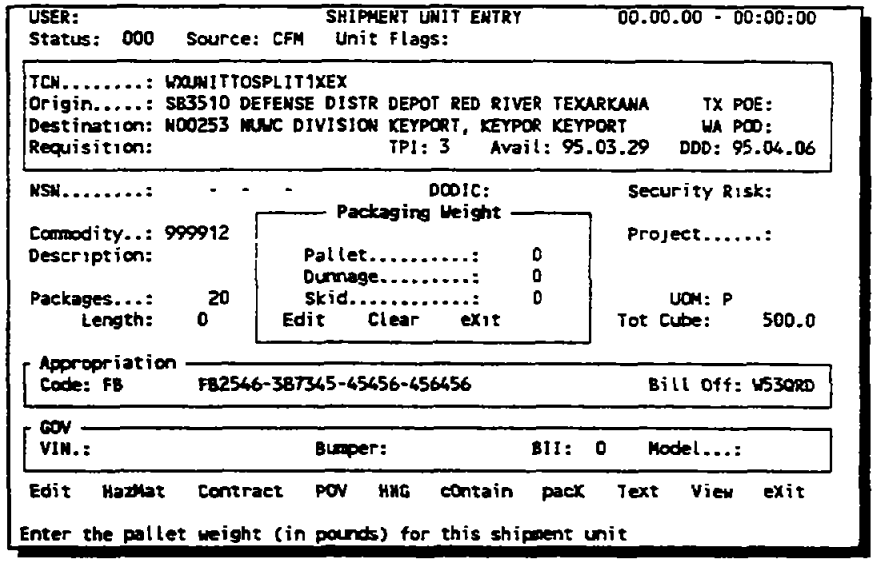


Figure 1-11. Packaging Weight window.

Data Elements

The table below describes the data elements to enter on the **Packaging Weight** window.

Screen Label	Description
Pallet	The pallet weight in pounds. Not valid for bulk liquid shipments. (This weight is added to the total weight of the shipment.)
Dunnage	The dunnage weight in pounds. Not valid for bulk liquid shipments. (This weight is added to the total weight of the shipment.)
Skid	The skid weight in pounds. Not valid for bulk liquid shipments. (This weight is added to the total weight of the shipment.)

Menu Options

The table below describes the menu options available on the **Packaging Weight** window.

Option	Description
Edit	Allows you to add or edit data displayed.
Clear	Clears the data displayed.
eXit	Returns to the previous screen.

Adding Shipment Unit Text

Press T to add or edit text that will be printed on the BL with the currently displayed shipment unit. Use this feature to include any data that is not directly entered in the **Shipment Unit Entry** screen or the HazMat screen that needs to be included on the BL. You can choose to enter text that will print before or after the shipment unit detail prints on the BL.

```
USER:                          SHIPMENT UNIT ENTRY          00.00.00 - 00:00:00
Status:  000   Source: CFM   Unit Flags:

TCN.........: WXUNITTOSPLIT1XEX
Origin......: SB3510 DEFENSE DISTR DEPOT RED RIVER TEXARKANA      TX POE:
Destination: N00253 MWAC DIVISION KEYPORT, KEYPOR KEYPORT         WA POD:
Requisition:                          TPI: 3    Avail: 95.03.29  DDD: 95.04.06

NSN.........:     -  -  -              DODIC:              Security Risk:

Commodity...: 999912          Rail Commodity: U           Project.......:
Description:
                                                  Text Selection
Packages....:     20   Type: BX     Total Q     1. Before Shipment Unit
     Length:    0    Width:    0     Weig        2. After Shipment Unit     500.0
                                                  X. Exit
 Appropriation
 Code: FB       FB2546-387345-45456-456456                  Bill Off: W53ORD

 GOV
 VIN.:                        Bumper:              BII:  0    Model...:

 Edit   HazMat   Contract   POV   HHG   cOntain   packX   Text   View   eXit

Enter text to be placed before shipment unit on BL
```

Figure 1-12. The Shipment Unit Text Selection Menu.

Menu Options

The following menu options are available for both the **Before Shipment Unit** and **After Shipment Unit** text screens.

Option	Description
Edit	Enter text in a free form manner
Insert	Insert blocks of text from a pick list of standard BL Annotations.
Clear	Clears text from the text block.
Exit	Return to the previous screen.

Viewing Shipment Unit Errors

Press V to use the **View** function to verify that there are no errors in the shipment unit data. The system will check the shipment unit for missing or logically inconsistent data and display any errors. Check the **Appendix** section on Error Messages to determine the correction necessary.

Exiting from the Shipment Unit Entry Screen

When you have finished entering data for the shipment unit, press X. The system will check the shipment unit data for errors.

If errors are found, they will be displayed on the screen and you may elect to:

- **Save with Errors and Exit** - Save the shipment unit for later editing and return to the **Planning Units List**.
- **Continue Editing Unit** - Return to the ring menu and data entry mode.
- **Exit without Saving Changes** - Return to the **Planning Units List** without saving the data entered.

If no errors are found, you may elect to:

- **Save and Exit** - Save the shipment unit data and return to the **Planning Units List**.

- **Continue Editing Unit** - Return to the ring menu and data entry mode.
- **Exit without Saving Changes** - Return to the **Planning Units List** without saving the data entered.

1.3.2.4 Editing a Shipment Unit

Press [E] to modify the data in the fields displayed on the Shipment Unit Entry screen. You will have access to the same data fields described in the table beginning on page 1-15 (except for TCN, which is read-only at this point). Use the [Tab] or [Enter] key to move to the desired field, or click on the desired field with your mouse, make your changes, then press [Page Down] when you are finished. You will be asked if you would like to save the shipment unit information Make sure **<Yes>** is highlighted and press [Enter] to save the shipment unit.

1.3.2.5 Deleting a Shipment Unit

To delete a shipment unit and all related data or to remove it from the current shipment, use the arrow keys to highlight the desired shipment unit and press [D]. The system will display the shipment unit data on the Shipment Unit Entry screen. The system will ask you to confirm the deletion. Make sure **<Yes>** is highlighted and press [Enter] to delete the shipment unit, or highlight **<No>** and press [Enter] to abandon the deletion.

If the shipment unit was originally on the **Free Shipment Units List**, the system will ask you if you would like to move the shipment unit to the "Free List" or delete it from the system. Highlight **<Move>** and press [Enter] to remove the shipment unit from the shipment and return it to the **Free Shipment Units List**. Highlight **<Delete>** and press [Enter] to delete the shipment unit and all related data from the system entirely. Highlight **<Cancel>** and press [Enter] to cancel the operation.

1.3.2.6 Tagging a Shipment Unit

To tag a shipment unit for building a shipment, highlight the desired shipment unit and press T The same operation will untag a shipment unit that was previously tagged. As shipment units are tagged, the shipment data on the top portion of the screen will change to reflect the addition of the tagged units. You may tag up to 999 shipment units to build one shipment request.

1.3.2.7 Tagging a Group of Shipment Units

To tag a group of shipment units for addition to the current shipment based on criteria of your choosing, press G The **Group Tag Query** window shown below will then be displayed. This option allows you to tag all shipment units originating from a particular city or state, all shipments whose destination is a particular city, state or region, etc. All tagged units will be added to the current shipment when you exit the **Free Shipment Units List.**

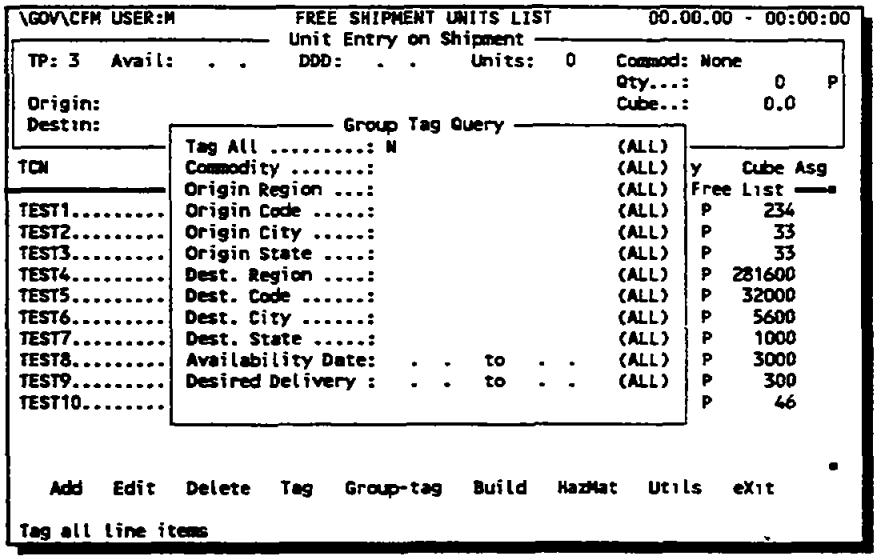


Figure 1-13. Group Tag Query Window.

To enter criteria on which to tag shipment units, press Tab to move to the desired data field, or click on it with your mouse, and enter the desired criteria. Enter *only* the criteria on which you want to tag shipment units. When you have finished entering criteria, press Page Down to complete data entry on this screen.

1.3.2.7.1 Data Elements

The data elements on the **Group Tag Query** window are described in the table below. If you want to tag all shipments originating in Illinois, for example, tab to the Origin State field and enter **IL**.

Screen Label	Description
Tag All	This field defaults to **N** for No. If you would like to tag all shipment units, enter a **Y** in this field.
Commodity	The commodity code for the shipment units you would like to tag.
Origin Region	The origin region for the shipment units you would like to tag.
Origin Code	The address code for the origin point of the shipment units you would like to tag.
Origin City	The origin city for the shipment units you would like to tag.
Origin State	The origin state for the shipment units you would like to tag.
Dest. Region	The destination region for the shipment units you would like to tag.
Dest. Code	The address code for the destination point of the shipment units you would like to tag.
Dest. City	The destination city for the shipment units you would like to tag.
Dest. State	The destination state for the shipment units you would like to tag.
Availability Date	The time frame of availability dates for the shipment units you would like to tag. Enter a beginning date (YY.MM.DD), press Enter, then enter a ending date in the same format.
Desired Delivery Date	The time frame of desired delivery dates for the shipment units you would like to tag. Enter a beginning date (YY.MM.DD), press Enter, then enter an ending date in the same format.

After you have entered the desired criteria, press Page Down to complete the screen. You will be asked whether you would like to clear all previous tags. To "start fresh" with the criteria you have just entered, highlight <Yes>. However, if you would like to add the shipment units selected by the current criteria to shipment units you have previously tagged,

highlight <No>. The shipment units meeting your criteria will now be tagged.

1.3.2.8 Building a Shipment from Tagged Shipment Units

To build a shipment from tagged shipment units on the **Planning Units List**, tag the desired units first, then press B. You will be asked to confirm that you would like to build a shipment. Make sure <Yes> is highlighted and press Enter, or highlight <No> and press Enter to cancel the operation. The data from the shipment units will be brought forward to the **Shipment Request Entry** screen, which will then be displayed.

```
\CFM                          SHIPMENT REQUEST ENTRY        00.00.00 - 00:00:00
Status: 1000      Sys-ID: 4045001      Agency ID:                        RO: D

Origin: S2605A      Shipper: S2605A     Destin: 807402      Consignee: 807402

ATTN: DCMDC-GSAT                      TRANSPORTATION OFFICER
DCMAO ST. LOUIS                       LYNDON B. JOHNSON SPACE CTR (NASA)
1222 SPRUCE STREET                    ATTN: JF7, BLDG 420
ST LOUIS, MO  63103-2811              HOUSTON, TX  77058-
SPLC: 567500000          GBLOC: GUSK  SPLC: 684889240          GBLOC: HAUV

Military Service Code..: A            Shipment Flags: None
Transportation Priority: 3            No. Ship Units: 1
Availability Date.....: 94.07.09      Stop-Offs.....: None
Desired Delivery Date..: 94.07.13     Routing Plans.: 8
Commodity.............: 999912            Equipment: AV1
Total Quantity.....: 20000   -P           Services.: None
Total Cubic Feet..... 0.0             Disabilities..: None

Requestor: CHRIS SMITH                Phone: 617-235-5383  Ext:
                                      FAX..: 617-235-2580

  Edit    Flags    Units    eQuip    Plans    disaB    View    eXit

Edit shipment request data
```

Figure 1-14. The Shipment Request Entry Screen.

Use the edit function to add the Agency ID and Military Service Code (if a default service code is not set in the site configuration) and make any other necessary changes. For complete information on the **Shipment Request Entry** screen and its options, please see sections 1.3.3.2 through 1.3.3.13, starting on page 1-35.

1.3.2.9 Planning Units List Utility Options

To access the **Planning Units List Utility Options**, press U from the **Planning Units List** The screen shown below will be displayed.

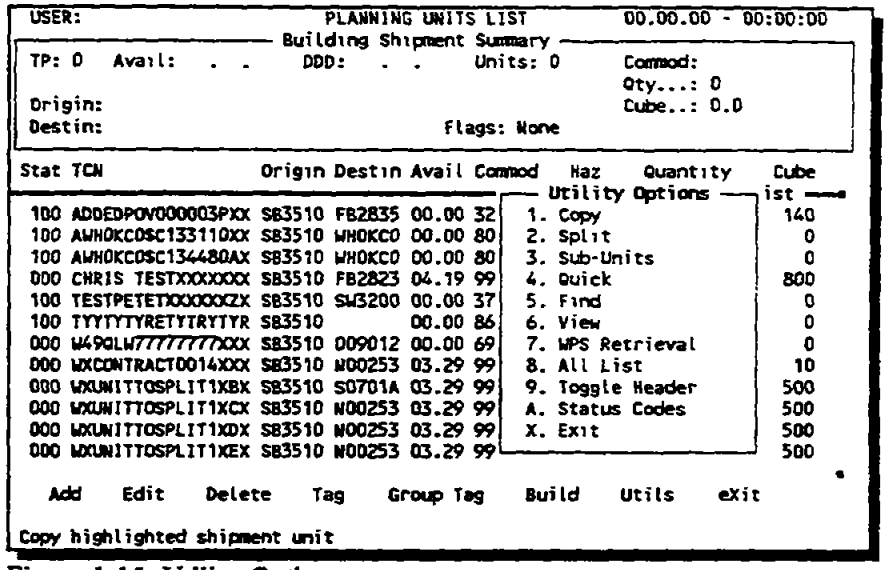


Figure 1-15. Utility Options

1.3.2.9.1 Menu Options

The following menu options are available on the **Utility Options** menu.

Option	Description
1. Copy	Copy the shipment unit data from the currently highlighted unit to create a new shipment unit.
2. Split	Splits the currently highlighted shipment unit into sub-units.
3. Sub-Units	Displays a list of the sub-units that are part of the currently highlighted shipment unit.
4. Quick	Quickly find a shipment unit by TCN.
5. Find	Search and sort the current shipment unit list by user-selected criteria.
6. View	Displays system-detected errors for the currently highlighted shipment unit.
7. WPS Retrieval	Allows you to retrieve shipment units from the World Port System.
8. All List	Acts as a toggle to display either all shipment units in the system (both free and assigned), or only the free units.

Option	Description
9. Toggle Header	Toggles the Building Shipment Summary portion of the screen on and off.
10. Status Codes	Displays a list of all shipment unit and shipment status codes and their meanings.
X. Exit	Return to Planning Units List screen.

1.3.2.9.2 Copying a Shipment Unit

Press 1 from the **Utility Options** menu to copy shipment unit data from the currently highlighted unit to create a new shipment unit. The system will display the new shipment unit data on the **Shipment Unit Entry** screen. You must enter a unique TCN for the new shipment unit. You may also make any other changes needed for the new shipment unit, then press Page Down. The system will ask you if you want to save the shipment unit data. Make sure <Yes> is highlighted and press Enter to save the data, or highlight <No> and press Enter to cancel the operation. The new shipment will be added to the **Planning Units List.**

1.3.2.9.3 Splitting a Shipment Unit into Multiple Units

Press 2 from the **Utility Options** menu to split the currently highlighted shipment unit into multiple shipment units. The last three characters of the TCN *must* be either **XXX** or left blank for the split to be performed. You will be prompted for the following data:

Screen Label	Description
Number of units after the split?	Enter the number of shipment units that you would like to have after splitting.
Partial or Split?	Enter a P for partial, an S for split. A partial affects position 16 of the TCN, a split affects position 17. *Note: Partial entry is made by the shipper and split entry is made by the trans-shipper. The only time a shipper makes a split shipment entry is for shipments of vehicles with detached component parts.*

Screen Label	Description
Split HazMat data?	If the original shipment unit contains HazMat record(s) and you would like this information split also, enter a **Y**. The system will split the total hazmat quantity, net quantity, number of pieces and round count. *Note: If you choose to have the system split your HazMat data, you should ALWAYS REVIEW the resulting HazMat detail information*

Fill in the appropriate responses to the questions above. The system will then split the shipment unit equally and assign a suffix (a letter, beginning with A) to the TCN. The new shipment units will automatically be linked to the current piece of equipment.

1.3.2.9.4 Accessing Sub-Units

Press [3] from the **Utilities Options** menu to access a list of the sub-units that are part of the currently highlighted shipment unit. The same data is displayed for each unit on the **Sub-Units** screen as is displayed on the **Shipment Units** screen. You will have access to the same menu options as those on the **Shipment Units** screen also.

1.3.2.9.5 Quick

Press [4] from the **Utilities Options** menu to access the **Quick** find feature. This feature allows you to quickly locate a specific shipment unit by searching on TCN. The system will prompt you for a TCN; you may enter either a partial or complete TCN. The system then starts at the top of the file and attempts to locate the first shipment unit with a TCN that contains the characters you entered. If the shipment unit found is not the intended record, you can continue to press [U] to access the **Utilities Options** menu, [4] and [Enter] to repeat the search through the rest of the file until the intended shipment unit is found. If no match is found, the system will inform you that no matching records were found and that the end of the file has been reached.

1.3.2.9.6 Using the Find Function

Press [5] on the **Utility Options** menu to access the **Find** function. It is designed to allow you to select and sort the shipment units according to criteria you define.

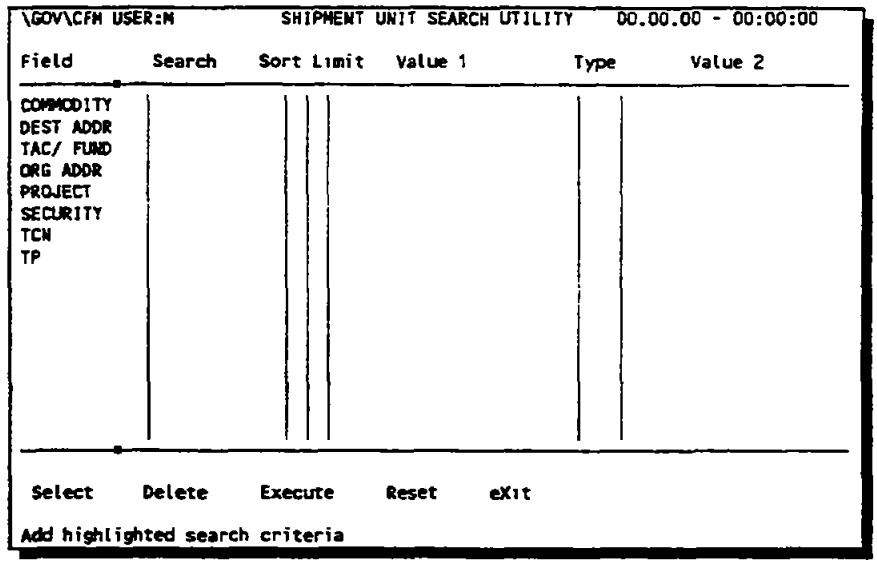


Figure 1-16. The Shipment Unit Search Utility Screen.

Columns Displayed

The following columns are displayed on the **Shipment Unit Search Utility** screen.

Screen Label	Description
Field	This column displays fields found in the shipment unit database on which to search and sort the list. The field can be selected by using the arrow keys to highlight the field name and pressing [S] for **Select.**
Search	This column displays search and sort fields that you have chosen. The system will execute the search and sort program in the order the search criteria are entered.
Sort	This column indicates whether you wish to sort the resulting list by the Search Field on this same line. Enter a **Y** if you wish to sort the list, an **N** if you do not.

Screen Label	Description
Limit	This column indicates whether to limit the resulting list by the criteria you have chosen. Enter a **Y** if you wish to limit the list, an **N** if you do not.
Value 1	This column contains the first limitation on the database for the selected field.
Type	This column describes the type of limitation on the selected field. The options indicate that the selected database field must be: = equal to Value 1 >= greater than or equal to Value 1 <= less than or equal to Value 1 > greater than Value 1 < less than Value 1 <-> outside the range of Value 1 and Value 2 >-< between the range of Value 1 and Value 2 $ contains Value 1 (case sensitive) $N contains Value 1 (non case sensitive)
Value 2	This columns describes the second limitation on the shipment unit database for the selected field. It is only entered when the Type column specifies a range of values are needed.

Menu Options

The following menu options are available on the **Shipment Unit Search Utility** screen.

Option	Description
Select	Selects the highlighted database field in the **Field** column as a search and sort criteria. It will add the field to the **Search** column or allow the **Search** to be edited if already a part of the criteria. The system prompts you to fill in the rest of the columns for the selected field.
Delete	Removes the highlighted database field from the search and sort criteria. If it is not selected as a criteria, no action is taken.
Execute	Performs the search and sorts on the shipment database and redraws the list.
Reset	Resets the list to the complete units list.
Exit	Returns to the **Free Shipment Units List** without performing the search, but saves the search criteria.

Performing a Search

To execute a search and sort of the **Free Shipment Units List**, perform the following steps:

Step	Action	Result
1	In the **Field** column, use the arrow keys to highlight the data element on which to perform a sort or search.	The data element is highlighted.
2	Press S to select that field as one of the criteria.	The system displays the data element in the **Search** column.
Note: The system will perform the search and sort based on the data elements in the order they are listed in the **Search** column.		
3	In the **Sort** column for the new data element, enter Y to indicate that the shipment list should be sorted on this data element. If no sort is desired, enter N. All sorts are in ascending order, that is, lowest value to highest value.	System accepts your entry and moves to the next field.
4	In the **Limit** column for the new data element, enter Y to indicate that the shipment list should be limited to shipments that contain a specific value or range of values for this data element. If no limit is desired, enter N.	System accepts your entry and moves to the next field.
5	In the **Value 1** column, enter the first value for the new data element that the shipment must match.	System accepts your entry and moves to the next field.

Step	Action	Result
6	In the **Type** column, enter the relationship between **Value 1** and the data element found in the shipment. The data element relationship must be one of the following boolean operators: = equal Value 1 >= greater than or equal to Value 1 <= less than or equal to Value 1 > greater than Value 1 < less than Value 1 <-> outside the range of Value 1 and Value 2 >-< between the range of Value 1 and Value 2 (inclusive) $ contains Value 1 (case sensitive) $N contains Value 1 (non case sensitive)	System accepts your entry and moves to the next field.
7	If the relationship entered in the **Type** column is a range of values, enter the second value for the new data element in the **Value 2** column. Otherwise, press Enter to move to the next field.	System accepts your entry and moves to the next field.
8	Repeat the process until all criteria for the search and sort have been placed in the **Search** column, in the order they are to be processed.	System accepts your entries and moves to the next field each time.
9	Press E to execute the search and sort of the shipment list.	The shipment list is displayed in sorted order, displaying only those shipments that match the limits.
10	To return to the regular unsorted **Free Shipment Units List**, re-execute the **Shipment Unit Search Utility** screen and press R to reset the list.	The shipment list is returned to its former state.

1.3.2.9.7 Viewing Errors

Press 7 from the **Utilities Options** menu to view any system-detected errors found in the currently highlighted shipment unit.

1.3.2.9.8 WPS Retrieval

To retrieve shipment units from the World Port System into CFM, press 7 from the **Utilities Options** menu. For complete information on the WPS Interface to CFM, see Chapter 9.

1.3.2.9.9 All List/Free List

Press 8 from the **Utilities Options** menu to display the list of all shipment units in the system. An **All List** flag and a column indicating whether or not the shipment unit is assigned to a shipment will appear at the top of the list . This option will display the **Free List** if the **All List** is currently displayed.

1.3.2.9.10 Toggle Header

Press 9 from the **Utilities Options** menu to turn the **Building Shipment Summary** header on and off.

1.3.2.9.11 Status Codes

Press A from the **Utilities Options** menu to view a list of all shipment unit and shipment status codes and their meanings.

1.3.3 Adding a Shipment Request

Press [A] on the **Shipment Request List** to add a new shipment request. The **Shipment Request Entry** screen shown below will be displayed.

```
\GOV\CFM USER:M              SHIPMENT REQUEST ENTRY        00.00.00 - 00:00:00
Status: 1000      Sys ID: 3356003      Agency ID:                      RD: D

Origin: S2605A      Shipper: S2605A     Destin:            Consignee:

ATTN: DCMDC-GSAT                    |
DCMAO ST. LOUIS                     |
1222 SPRUCE STREET                  |
ST LOUIS, MO  63103-2811            |
                      GBLOC: GUSK   |                      GBLOC:

Military Service Code..: A          Shipment Flags: None
Transportation Priority: 3          No. Ship Units: None
Availability Date.....:   . .       Stop-Offs.....: None
Desired Delivery Date..:  . .       Routing Plans.: B
Commodity.............: 999912          Equipment: AV1
Total Quantity........: 0      -P       Services.: None
Total Cubic Feet......: 0.0         Disabilities..: None

Requestor: CHRIS SMITH              Phone: 800-555-1212  Ext:
                                    FAX..: 800-555-1313

 Edit   Flags   Units   eQuip   Plans   disaB   View   eXit

Edit shipment request data
```

Figure 1-17. Incomplete Shipment Request Entry screen.

The **Shipment Request Entry** screen contains the data elements required to create a simple shipment request. There are menu options at the bottom of the screen available for adding data about more complex shipments. Each of these options allow you to add a different type of information.

1.3.3.1 Defaults

Many defaults can be set using the **Site Configuration** function available under **Local System Utilities** on the **System Menu**. In Figure 1-12 the Origin and Shipper Address codes, Military Service Code, Transportation Priority, Commodity code, Routing Plan mode code, Equipment code, and Phone and FAX numbers have been set as defaults. Defaults can always be overridden by simply typing over the existing data with new information.

1.3.3.2 Completing the Screen

Press E (edit) to display the **Shipment Request Entry** screen in edit mode. You must enter valid responses for those data elements that are indicated as mandatory by an (M) in the FYI line and must complete the **Shipment Request Entry** screen before entering any additional information. The data entered in the windows will be reflected in fields on the right hand column of the main data entry screen. To complete the Shipment Request press E.

1.3.3.3 Data Elements for a Shipment Request

You must complete the following data elements for a simple shipment

Screen Label	Description
Status	This is a system-generated field; no user entry is required. It is set to **1000** for a new shipment and left at the current status when editing an existing shipment. The Status Code tells the system which level of processing this request has attained.
System-ID	This is a system-generated field; no user entry is required. It is a unique shipment identifier based on the last digit of the current year, the julian date, and the number of shipments entered today.
Agency-ID (M)	This represents the locally assigned shipment identifier. It is usually the lead TCN number for the request.
RO (M)	This represents the route order type for this shipment. The system can be set to default to a Route Order Type code. There is a pick list of valid Route Order Type codes available.
Origin Address Code (M)	The system can be set to default to an address code for the origin location. This code must correspond to an entry in the Address Reference file. A pick list screen is available for unknown or partial entries.
Shipper (M)	The system defaults to the default Origin Address code. This code must correspond to an entry in the Address Reference file. A pick list screen is available for unknown or partial entries.

Screen Label	Description
Destination Address Code (M)	This is the address code for the destination location. This code must correspond to an entry in the Address Reference file. A pick list is available for unknown or partial entries. The system displays the address data in the box under the code.
Consignee (M)	The system defaults to the Destination Address Code. This code must correspond to an entry in the Address Reference file. A pick list is available for unknown or partial entries.
Military Service Code (M)	The military authority under which the shipment moves. There is a pick list is available of valid codes.
Transportation Priority (M)	The Transportation Priority code indicates the routing priority that applies to this shipment. The system is set to default to 3, a normal priority shipment, However, you can change the TP to 1, 2, or 3. 1 is the highest priority.
Availability Date (M)	The date the shipment will be available for pickup by the carrier. The date is entered as YY.MM.DD. The date must be today's date or later.
Desired Delivery Date (M)	For a priority 3 shipment, the system will default to the Desired Delivery Date based on the DOD Standard Transit time for either Truck Load or Less Than Truckload shipments, whichever is selected in the site configuration. The date is entered as YY.MM.DD. You may change the date as long as it is greater than or equal to the Availability Date. If you request expedited service, the Desired Delivery Date becomes the Required Delivery Date.
Commodity	The commodity code for the freight being moved. A default commodity code can be set up. This field can be left blank, and the shipment unit code will be brought forward. A pick list of commodity codes is available for partial or unknown codes.
Total Quantity	The total number of pounds, gallons, or barrels being shipped. You may either enter the total quantity here or let the system generate the Total Quantity from the Shipment Unit information. Either way, Total Quantity must be entered before the system will allow the shipment request to be ranked. You must also enter the Unit of Measure for the Total Quantity. This value is displayed after the Total Quantity field and defaults to P for pounds. Other valid units of measure are G for gallons and B for barrels.

Screen Label	Description
Total Cubic Feet	The total number of cubic feet of the shipment as it will be loaded. You may either enter the Total Cubic Feet on the Shipment Request Entry screen or let the system generate the Total Cubic Feet from the Shipment Unit information. Either way, Total Cubic Feet must be entered before the system will allow the shipment request to be ranked.
Requester (M)	The name of the person requesting the routing of the shipment. The system defaults to the name of the person (from the password file) entering the shipment request.
Phone (M)	The phone number for contacting the requesting shipper. The system defaults to the phone number of the person (from the password file) entering the shipment request. You can enter an extension for this phone number in the **Ext.** field, if desired.
FAX (M)	The phone number for your FAX. The system defaults to the FAX phone number of the person (from the password file) entering the shipment request.

After completing this data, your shipment will be displayed, along with ring menu options at the bottom of the screen. The ring menu options can be used to add detail on shipment units, shipment flags, etc.

1.3.3.4 Additional Data Elements Displayed

The data elements below are displayed on the right side of the screen, and are *not* entered directly on the **Shipment Request Entry** screen. These data elements reflect the additional shipment data entered by using the menu options at the bottom of the screen. For example, the **Equipment** field reflects the equipment that has been entered by pressing Q on the ring menu.

Screen Label	Description
Flags	This is a system-generated field reflecting unusual characteristics about this shipment that have been entered using the Flags menu option. Press F to add shipment flags. The following flags are available: **HAZ** - Hazardous materials shipment **SEC** - Secret shipment **CON** - Confidential shipment **PIL** - Pilferable **UNC** - Unclassified **1,2,3,4,5,6,7,8** - Level of security risk **FMS** - Foreign Military Sales export shipment **GA** - Grant Aid export shipment **DOD** - DoD export shipment **OTH** - Other type of export shipment **PPA** - Pre-pay and Add shipment **MIXED** - Mixed commodity shipment **STOP** - Shipment with stop-offs
No. Ship Units	This is a system-generated field reflecting the number of shipment units that were entered. The display will indicate either **None** or the number of shipment units entered. Press U to add shipment units.
Stop-offs	This is a system-generated field reflecting stop-offs in transit. The display will indicate either **None** or the address codes (DODAACs) of the stop-offs. Stop-offs are added automatically based on the origins and destinations of the shipment units. You can edit the stop-offs from the **Equipment List** window. Press Q to access the **Equipment List** window, then press O to edit a stop-off for the highlighted piece of equipment.

Screen Label	Description
Routing Plans	This is a system-generated field reflecting the mode code for each routing plan created for this shipment. The display lists the default Mode Code for Plan If other routing plans are entered, a mode code for each plan will be displayed here
Equipment	This is a system-generated field reflecting the types of equipment requested in each routing plan for this shipment. The display lists the equipment type code for the default Equipment Code for Plan Press Q to add equipment.
Services	This is a system-generated field reflecting the accessorial and protective services requested for this shipment. The display will indicate **None** or list the service codes. Services are added from the Equipment List window. Press Q to access the Equipment List window. Then press S to add services for the highlighted piece of equipment.
Disabilities	This is a system-generated field reflecting disability costs for this shipment. The display will indicate **None** or the number of disability costs entered. Press B to add disability costs.

1.3.3.5 Menu Options

The menu options below are used to access the windows needed to complete the detail information for your shipment requests and to verify and save them.

Option	Description
Edit	Displays the data on the **Shipment Request Entry** screen in edit mode.
Flags	Accesses the **Shipment Flags** window. This window can be used to indicate that the shipment is for export, has a security risk, or is a pre-pay and add shipment.
Units	Accesses the **Shipment Units** window. This window is used to add new shipment units to the shipment request, and to maintain HazMat information for shipment units.

Option	Description
Equip	Accesses the **Equipment List** window. This window is used to indicate the types of equipment requested for the first routing plan and to assign shipment units to the pieces of equipment. You can also request accessorial and/or protective services and note stop-offs in transit for each piece of equipment.
Plans	Accesses the **Routing Plans List** window This window displays all routing plans created for this shipment request. From this window you can add equipment for each plan and add remarks for a routing plan.
Disab	Accesses the **Disability Costs** window. This window can be used to indicate disability costs apply to this shipment at the origin, destination or one of the stop-offs in transit.
View	Reviews the shipment and displays any errors in the data that have been detected by the system.
Exit	Saves all shipment request data entered, checks for errors, and allows you to determine the next action for this shipment. Returns to the **Shipment Request List**.

1.3.3.6 Editing a Shipment Request

Press E to modify the data in the fields displayed on the **Shipment Request Entry** screen. You will have access to the same data fields described in the table beginning on page 1-35 in the section *Adding a Shipment Request*. Use the Tab or Enter key to move to the desired field, or click on the field with your mouse, make your changes, then press the Page Down when you are finished.

1.3.3.7 Special Shipment Flags

Press F on the menu to indicate special shipment characteristics

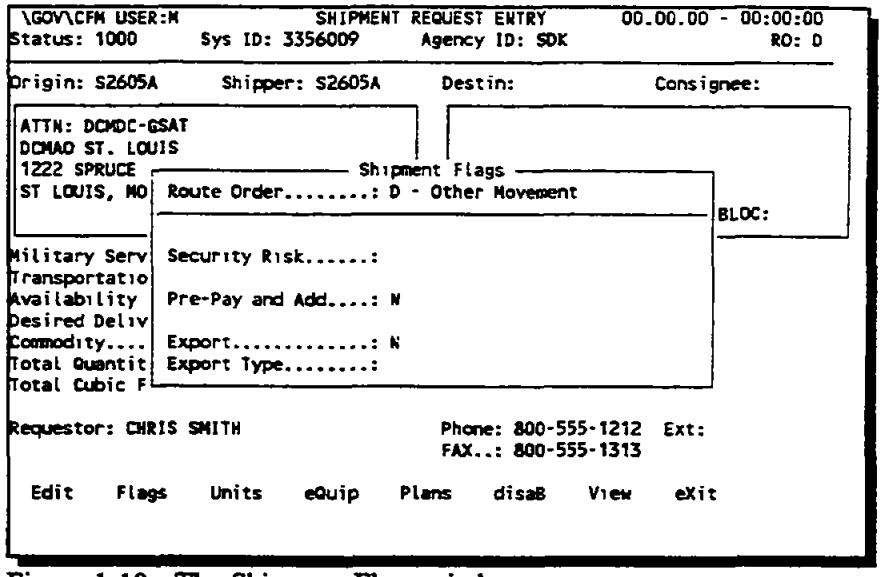


Figure 1-18. The Shipment Flags window.

1.3.3.7.1 Data Elements

The following table lists the valid shipment flags.

Screen Label	Description
Security Risk	Enter the highest level of security risk associated with the items being shipped. The system defaults to blank, meaning no security risk category for this item. Valid security risk codes are: **S** Secret **C** Confidential **P** Pilferable **U** Unclassified **1** Highest Sensitivity (Category I) **2** High Sensitivity (Category II) **3** Moderate Sensitivity (Category III) **4** Low Sensitivity (Category IV) **5** Highest Sensitivity (Category I, Secret) **6** Highest Sensitivity (Category I, Confidential) **7** Uncontrolled/Unclassified **8** High Sensitivity (Category II, Confidential)
Pre-Pay and Add	Enter Y if the shipment is a pre-pay and add shipment.

Screen Label	Description
Export	Enter **Y** if the items being shipped are for export.
Type	If Export is **Y**, enter the type of export from the following codes: **A** - FMS **B** - Grant Aid **C** - DOD **D** - Other

After the data has been entered, the system will summarize the data in the **Flags** field on the **Shipment Request Entry** screen.

1.3.3.8 Adding Shipment Units

Press [U] to view shipment units associated with the shipment request. All shipment units on this shipment are listed in the **Shipment Units** window. The shipment unit data added at the shipment request entry phase is carried forward to the BL.

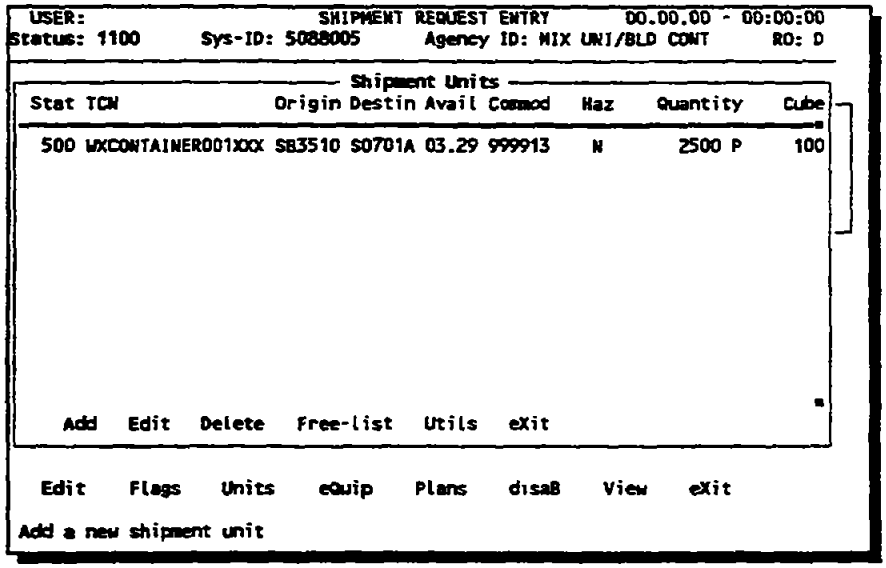


Figure 1-19. The Shipment Units window.

1.3.3.8.1 Columns Displayed

The following data elements are listed for each shipment unit

Screen Label	Description
Stat	The status for this shipment unit. 100 Unassigned shipment unit with errors. 500 Assigned shipment unit with no errors. 600 Assigned shipment unit with errors.
TCN	The Transportation Control Number for this unit.
Origin	The address code for the origin point of this shipment unit.
Destination	The address code for the destination of this shipment unit.
Avail	The date this shipment unit is available for loading.
Commod	The DOD unique, NMFC or UFC freight classification code for this shipment unit.
Haz	Hazardous materials indicator.
Quantity	The total quantity of the item being shipped.
Cube	The total cube of this shipment unit.

1.3.3.8.2 Menu Options

The following menu options are available on the **Shipment Units** screen.

Option	Description
Add	Add a new shipment unit.
Edit	Edit the detail for the currently highlighted shipment unit.
Delete	Delete the currently highlighted shipment unit or just remove it from this shipment.
Free-list	View the **Free Shipment Units List** from which you can tag existing shipment units and add them to the current shipment request.

Option	Description	
Utils	1. Copy	Copy the shipment unit data from the currently highlighted unit to create a new shipment unit.
	2. Split	Split the currently highlighted shipment unit into multiple shipment units.
	3. Sub-units	Add items (sub-units) that are being shipped within another shipment unit.
	4. Quick	Quickly find a shipment unit by TCN.
	5. Find	Search and sort the current shipment unit list by user-selected criteria.
	6. View	Displays system-detected errors for the currently highlighted shipment unit.
	7. Status Codes	Displays a list of all shipment unit and shipment status codes and their meanings.
	X. Exit	Return to the **Shipment Units** window
Exit	Return to the **Shipment Request Entry** screen.	

1.3.3.8.3 Adding a Shipment Unit

Press [A] to add a shipment unit. For complete information on adding a shipment unit, please see section 1.3.2.3 beginning on page 1-14.

1.3.3.8.4 Editing a Shipment Unit

Press [E] to modify the data in the fields displayed on the Shipment Unit Entry screen. You will have access to the same data fields described in the table beginning on page 1-15. Use the [Tab] or [Enter] key to move to the desired field, make your changes, then press [Page Down] when you are finished. You will be asked if you would like to save the shipment unit information. Make sure **<Yes>** is highlighted and press [Enter] to save the shipment unit.

1.3.3.8.5 Deleting a Shipment Unit

To delete a shipment unit and all related data or to remove it from the current shipment, use the arrow keys to highlight the desired shipment unit and press [D]. The system will display the shipment unit data on the Shipment Unit Entry screen. The system will ask you to

confirm the deletion. Make sure <Yes> is highlighted and press Enter to delete the shipment unit, or highlight <No> to abandon the deletion.

If the shipment unit was originally on the **Free Shipment Units List**, the system will ask you if you would like to move the shipment unit to the "Free List" or delete it from the system. Highlight <Move> and press Enter to remove the shipment unit from the shipment and return it to the **Free Shipment Units List**. Highlight <Delete> and press Enter to delete the shipment unit and all related data from the system entirely. Highlight <Cancel> and press Enter to cancel the operation.

1.3.3.8.6 Adding a Shipment Unit From the Free Shipment Units List

To add a shipment unit to the shipment request from the **Free Shipment Units List**, press F. The **Free Shipment Units List** shown below will then be displayed. This list displays all shipment units that are in the system but not yet assigned to a shipment.

```
USER:                          FREE SHIPMENT UNITS LIST      00.00.00 - 00:00:00
                                Unit Entry on Shipment
 TP: 0   Avail:   . .    DDD:   . .     Units: 0      Commod:
                                                      Qty...: 0
 Origin: SB3510 TEXARKANA, TX                         Cube..: 0.0
 Destin: S0701A EAST HARTFORD, CT       Flags: None

Stat TCN                 Origin Destin Avail Commod  Haz    Quantity   Cube
                                                                Free List
 100 ADDEDPOVD00003PXX   SB3510 F82835 00.00 32029    N        2421 P    140
 100 AWHOKCOSC133110XX   SB3510 WHOKCO 00.00 80029    N           0 P      0
 100 AWHOKCOSC134480AX   SB3510 WHOKCO 00.00 80029    N           0 P      0
 000 CHRIS TESTXXXXXXX   SB3510 FB2823 04.19 999912   N       10000 P    800
 100 TESTPETETXXXXXCZX   SB3510 SW3200 00.00 37029    N           0 P      0
 100 TYYTYTYRETYTRYTYR   SB3510        00.00 8672R    N           0 P      0
 000 W49QLW7777777777XX  SB3510 009012 00.00 692E9    Y           0 P      0
 000 WXCONTRACT0014XXX   SB3510 N00253 03.29 999912   N         250 P     10
 000 WXUNITTOSPLIT1XBX   SB3510 S0701A 03.29 999912   N        5000 P    500
 000 WXUNITTOSPLIT1XCX   SB3510 N00253 03.29 999912   N        5000 P    500
 000 WXUNITTOSPLIT1XDX   SB3510 N00253 03.29 999912   N        5000 P    500
 000 WXUNITTOSPLIT1XEX   SB3510 N00253 03.29 999912   N        5000 P    500

  Inquire   Tag   Group Tag   Utils   eXit

Display the highlighted shipment unit
```

Figure 1-20. The Free Shipment Units List.

From this screen you can view shipment unit detail, tag shipment units and add them to the current shipment, view HazMat information about a shipment unit, and view all shipment units in the system (both free and assigned).

The screen is divided into two sections. The top portion of the screen, entitled **Unit Entry on Shipment**, displays information about the current shipment. This information is updated as you begin tagging the shipment units you wish to add. The bottom portion of the screen displays information about each shipment unit.

Data Displayed

The table below describes the data displayed on the **Free Shipment Units List** screen.

Screen Label	Description
Unit Entry on Shipment Data	
TP	The Transportation Priority entered in the shipment request, or the Transportation Priority of the unit with the highest priority included in this shipment, whichever is higher. Can be 1, 2 or 3 with 1 being the highest priority.
Avail.	The latest availability date of all units in this shipment, or the availability date entered in the shipment request if no units have been added.
DDD	The earliest desired delivery date of all units in this shipment, or the desired delivery date entered in the shipment request if no units have been added.
Units	The number of shipment units in this shipment.
Commod.	The commodity code for the shipment units in this shipment, or the commodity code entered in the shipment request. If the shipment units are different commodities, this field will read **Mixed**.
Qty.	The total quantity of the units in this shipment. Generally, this is pounds, but can also be gallons or barrels.
Cube	The total cube of the shipment units in this shipment.
Origin	The origin address code, city and state entered on the shipment request.
Destin	The destination address code, city and state entered on the shipment request.
Flags	Displays any special shipment flags associated with the shipment units included in this shipment.
List Data	

Screen Label	Description
Stat	The status of this shipment unit. 100 Unassigned shipmet unit with errors. 500 Assigned shipment unit with no errors. 600 Assigned shipment unit with errors.
TCN	The Transportation Control Number for this shipment unit.
Origin	The address code for the origin point for the shipment unit.
Destin	The address code for the destination of the shipment unit.
Avail	The date this shipment unit is available to be shipped (MM.DD).
Commod	The commodity code for the shipment unit.
Haz	A **Y** in this column indicates that this shipment unit contains hazardous materials. An **N** indicates that it does not.
Quantity	Total number of pounds, barrels or gallons in this shipment unit.
Cube	Total cube of the shipment units in this shipment.

Menu Options

The following menu options are available from the **Free Shipment Units List** screen.

Option	Description
Inquire	Allows you to view detail on the highlighted shipment unit.
Tag	Acts as a toggle to tag or untag the highlighted shipment unit.
Group Tag	Allows you to tag multiple shipment units based on criteria entered in the Group Tag Query window.
Utils.	1. View — Displays errors for the highlighted shipment unit. 2. Find — Sorts shipment units. 3. Quick — Allows you to quickly find a shipment unit based on TCN. 4. All List — Lists all shipment units in the system. 5. Toggle Header — Turns **Unit Entry on Shipment** section of screen on and off.
Exit	Returns to the **Shipment Units** window.

Inquiring on a Shipment Unit

To view shipment unit detail on a shipment unit, highlight the desired shipment unit and press I. The completed **Shipment Unit Entry** screen for this unit will be displayed. The data fields are the same as those described in the table beginning on page 1-15, but they cannot be edited. To return to the **Free Shipment Units List**, press any key.

Tagging a Shipment Unit

To tag a shipment unit for addition to the current shipment, highlight the desired shipment unit and press T. Pressing T again will untag a shipment unit that was previously tagged. As shipment units are tagged, the shipment data on the top portion of the screen will change to reflect the addition of the tagged units. All tagged units will be added to the current shipment when you exit the **Free Shipment Units List**.

Tagging a Group of Shipment Units

To tag a group of shipment units for building a shipment based on criteria of your choosing, press G. The **Group Tag Query** window will then be displayed. For complete information on the **Group Tag** function, please see the section *Tagging a Group of Shipment Units* beginning on page 1-19.

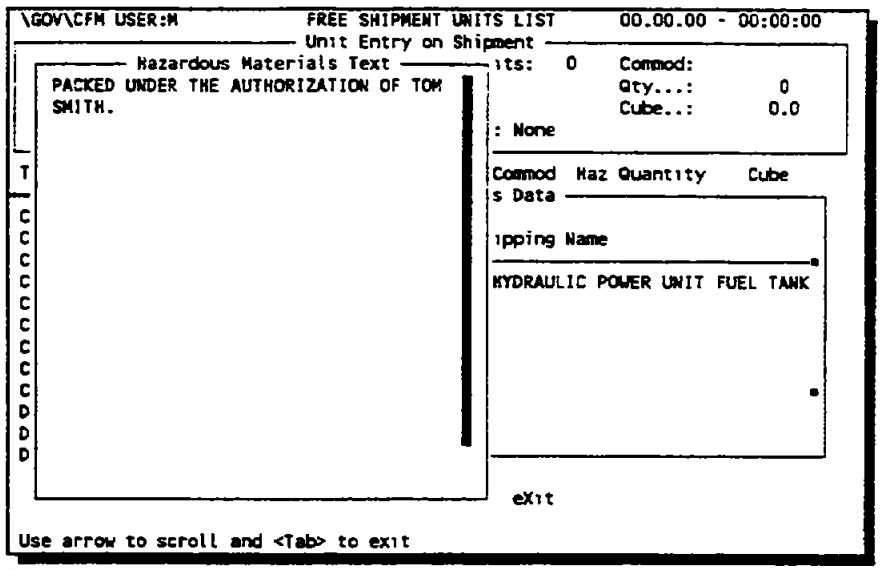


Figure 1-21. Hazardous Materials Text Window.

Free Shipment Units List Utility Options

To access the Utility Options, press U from the **Free Shipment Units List**. The screen shown below will be displayed.

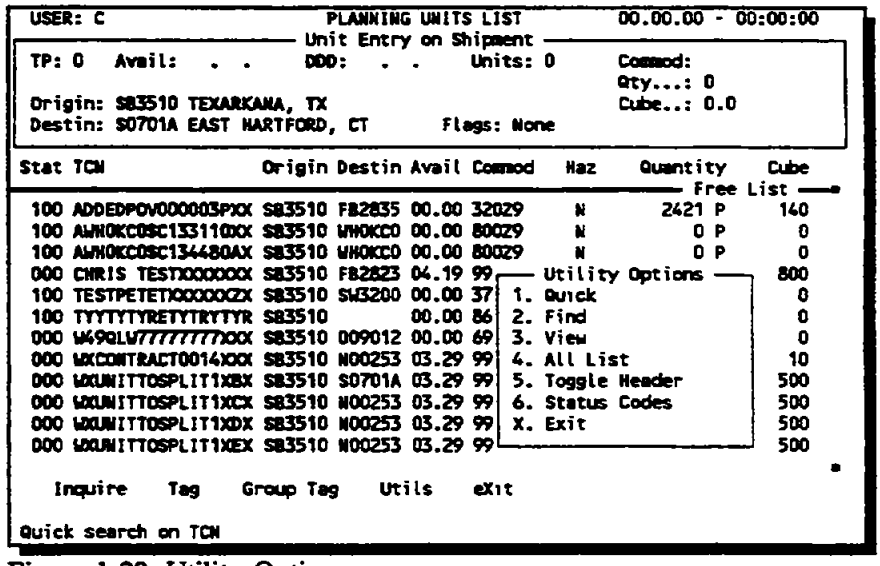


Figure 1-22. Utility Options.

Menu Options

The following menu options are available on the **Utility Options** menu.

Option	Description
1. Quick	Quickly finds a shipment unit by TCN.
2. View	Displays system-detected errors for the currently highlighted shipment unit
3. Find	Searches and sorts the current shipment unit list by user-selected criteria.
4. All List	Acts as a toggle to display either all shipment units in the system (both free and assigned), or only the free units.
5. Toggle Header	Toggles the **Unit Entry on Shipment** portion of the screen on and off.
6. Status Codes	Displays a list of all shipment unit and shipment status codes and their meanings.
X. Exit	Returns to **Free Shipment Units List.**

Quick

Press [1] from the **Utilities Options** menu to access the **Quick** find feature. This feature allows you to quickly locate a specific shipment unit by searching on TCN. The system will prompt you for a TCN; you may enter either a partial or complete TCN. The system then starts at the top of the file and attempts to locate the first shipment unit with a TCN that contains the characters you entered. If the shipment unit found is not the intended record, you can continue to press [U] to access the **Utilities Options** menu, [3] and [Enter] to repeat the search through the rest of the file until the intended shipment unit is found. If no match is found, the system will inform you that no matching records were found and that the end of the file has been reached.

View

Press [2] from the **Utilities Options** menu to display any system-detected errors found in the currently highlighted shipment unit.

The Find Function

Press [3] on the **Utility Options** menu to access the **Find** function. For complete information on the **Find** function, please see the section entitled *Using the Find Function* beginning on page 1-29.

All List

Press 4 from the **Utilities Options** menu to display the list of all shipment units in the system. An **All List** flag and a column indicating whether or not the shipment unit is assigned to a shipment will appear at the top of the list . This option will display the **Free List** if the **All List** is currently displayed.

Toggle Header

Press 5 from the **Utilities Options** menu to turn the **Unit Entry on Shipment** header on and off.

Status Codes

Press 6 from the **Utilities Options** menu to view a list of all shipment and shipment unit status codes and their meanings.

1.3.3.8.7 Shipment Units Utility Options

To access the Utility Options, press U from the **Shipment Units** window. The screen shown below will be displayed.

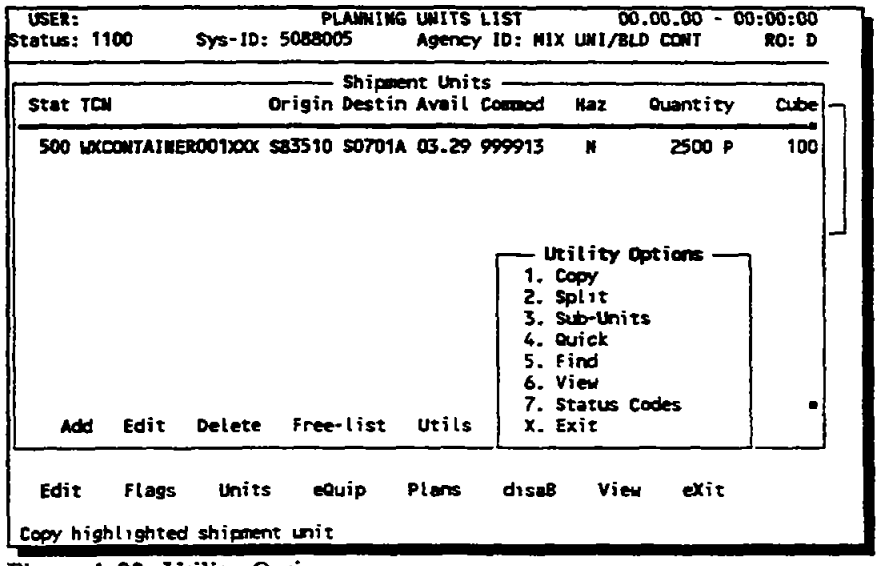


Figure 1-23. Utility Options.

Menu Options

Option	Description
1. Copy	Copy the currently highlighted shipment unit to create a new shipment unit.
2. Split	Split the currently highlighted shipment unit into multiple shipment units.
3. Sub-Units	Add items (sub-units) that are being shipped within the highlighted shipment unit For example, items that are loaded into a container.
4. Quick	Quickly find a shipmet unit by TCN.
5. Find	Search and sort the current shipment unit list by user-selected criteria.
6. View	Displays system-detected errors for the currently highlighted shipment unit.
7. Status Codes	Displays a list of all shipment unit and shipment status codes and their meanings.
X. Exit	Return to the **Shipment Units** window.

Copying a Shipment Unit

Press [1] from the **Utility Options** menu to create a new shipment unit from the currently highlighted unit. The system will display the new shipment unit data on the **Shipment Unit Entry** screen. *You must enter a unique TCN for the new shipment unit.* You may also make any other changes needed for the new shipment unit, then press [Page Down]. The system will ask you if you want to save the shipment unit data. Make sure <Yes> is highlighted and press [Enter] to save the data, or highlight <No> and press [Enter] to cancel the operation. The new shipment unit will automatically be linked to the current piece of equipment.

Splitting a Shipment Unit

Press 2 from the **Utility Options** menu to split the currently highlighted shipment unit into multiple shipment units. The last three characters of the TCN *must* be either **XXX** or left blank for the split to be performed. You will be prompted for the following data:

Screen Label	Description
Number of units after the split?	Enter the number of shipment units that you would like to have after splitting.
Partial or Split?	Enter a **P** for partial, an **S** for split. A partial affects position 16 of the TCN, a split affects position 17. *Note: Partial entry is made by the shipper and split entry is made by the trans-shipper. The only time a shipper makes a split shipment entry is for shipments of vehicles with detached component parts.*
Split HazMat data?	If the original shipment unit contains HazMat record(s) and you would like this information split also, enter a **Y**.

Fill in the appropriate responses to the questions above. The system will then split the shipment unit equally and assign a suffix (a letter, beginning with A) to the TCN. The new shipment units will automatically be linked to the current piece of equipment.

Sub-Units

Press 3 from the **Utility Options** menu to add or modify sub-units that will be shipped within the currently highlighted shipment unit (the TCN for that shipment unit is displayed as part of the screen title). The screen shown below will then be displayed.

Sub-units can be used to itemize pieces that are loaded into a container, for example.

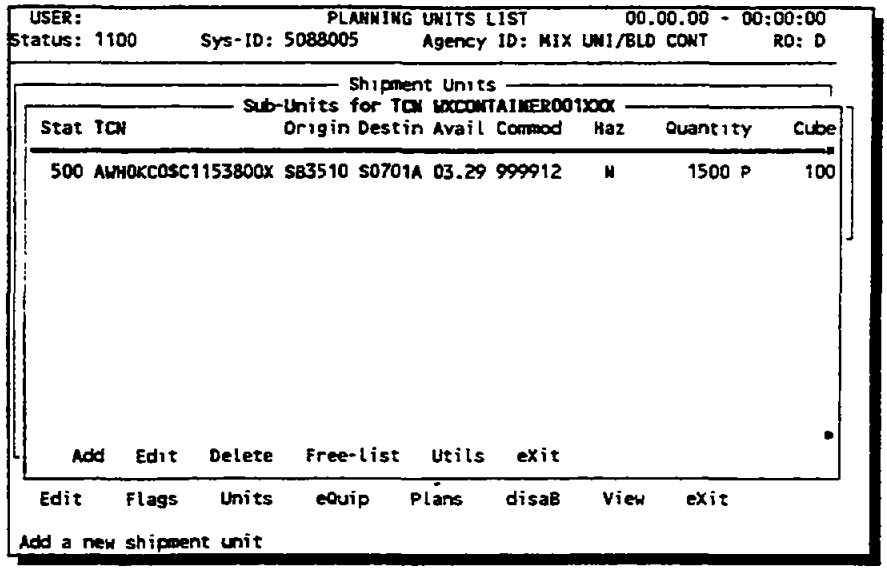


Figure 1-24. The Sub-Units screen.

The same data is displayed for each unit on the **Sub-Units** screen as is displayed on the **Shipment Units** screen. From the **Sub-Units** screen, you have access to the same menu options as those on the **Shipment Units** screen. Please see sections 1.3.3.8 through 1.3.3.8.8 for a complete description of these data elements and options.

Quick

Press [4] from the **Utilities Options** menu to access the **Quick** find feature. This feature allows you to quickly locate a specific shipment unit by searching on TCN. The system will prompt you for a TCN; you may enter either a partial or complete TCN. The system then starts at the top of the file and attempts to locate the first shipment unit with a TCN that contains the characters you entered. If the shipment unit found is not the intended record, you can continue to press [U] to access the **Utilities Options** menu, [3] and [Enter] to repeat the search through the rest of the file until the intended shipment unit is found. If no match is found, the system will inform you that no matching records were found and that the end of the file has been reached.

The Find Function

Press [5] on the **Utility Options** menu to access the **Find** function. For complete information on the **Find** function, please see the section entitled *Using the Find Function* beginning on page 1-29.

View

Press 6 from the **Utilities Options** menu to view a list of all shipment and shipment unit status codes and their meanings.

Status Codes

Press 7 from the **Utilities Options** menu to view a list of all shipment and shipment unit status codes and their meanings.

1.3.3.9 Requesting Equipment

Press Q on the **Shipment Request Entry** screen to add or modify the equipment being requested to move this shipment. The system can be set to automatically request a default equipment type by entering it in the **Site Configuration** file. All shipment units are automatically placed onto Equipment #001 This menu option displays the equipment requested for Plan One. If you have created multiple plans for moving this shipment, you can access them through the **Plans** menu option on the **Shipment Request Entry** screen.

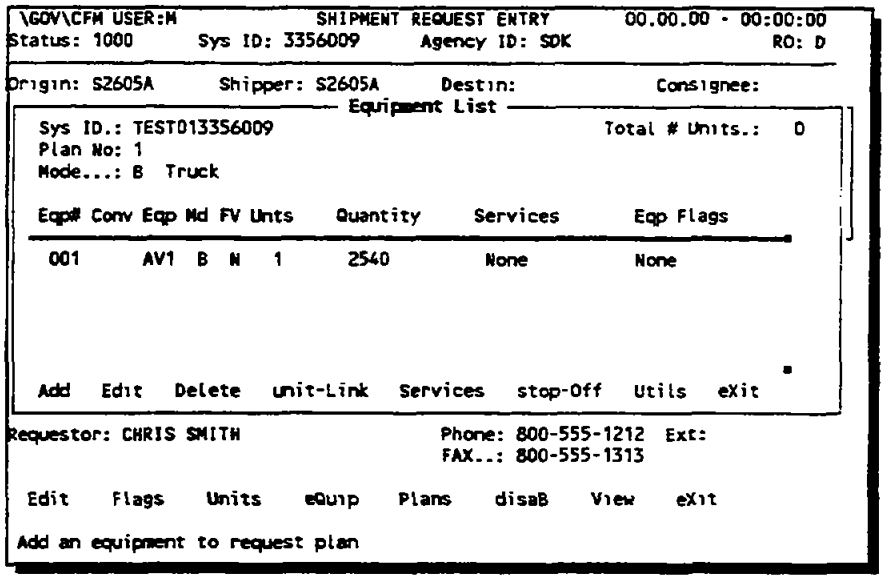


Figure 1-25. The Equipment List screen.

1.3.3.9.1 Data Displayed

The following data elements are displayed on the **Equipment List** screen.

Screen Label	Description
Sys ID	The System ID for the current shipment request.
Total # Units	The total number of shipment units in this shipment request.
Plan No.	The number of the routing plan. Plan numbers are assigned consecutively by the system as routing plans are created.
Mode	The mode of the equipment in this plan. The system can be set to default to a specific mode for Plan One in the **Site Configuration** function.
Eqp#	The number of the equipment. Equipment numbers are assigned consecutively by the system as equipment is added to the plan.
Conv	If this equipment is being conveyed by another piece of equipment, this number indicates the number of the conveying equipment.
Eqp	Equipment type code.
Md	The mode code for this equipment.

Screen Label	Description
FV	Full Visible Capacity flag indicating whether vehicle is to be loaded to capacity.
Un	Number of shipment units linked to this equipment.
Quantity	The total number of pounds, gallons or barrels on the shipment units linked to this piece of equipment.
Services	The code(s) for accessorial or protective services requested for this piece of equipment.
Eqp Flags	Special shipment flags associated with shipment units on this piece of equipment.

1.3.3.9.2 Menu Options

The following menu options are available on the **Equipment List** screen.

Option	Description
Add	Add an equipment request.
Edit	Edit the currently highlighted equipment request.
Delete	Delete the currently highlighted equipment request.
unit-Link	Maintain links between shipment units and highlighted equipment.
Services	Maintain services for highlighted equipment.
Stop-Off	Maintain stop-offs for highlighted equipment.
Utils	1. Copy — Copy highlighted equipment. 2. Auto Load — Load remaining equipment in a way similar to highlighted equipment. 3. Remarks — Maintain routing plan remarks for the Area Command. X. Exit — Return to the **Equipment List**.
Exit	Return to the previous screen.

1.3.3.9.3 Adding an Equipment Request

Press [A] to add an equipment request. The screen shown below will then be displayed

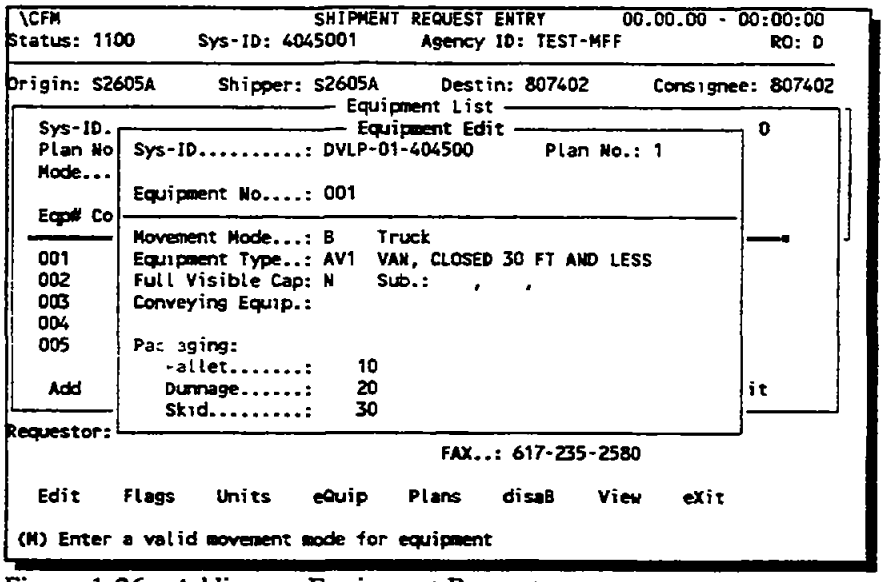


Figure 1-26. Adding an Equipment Request.

Data Elements

The following data elements are entered to request equipment. After completing all the data elements, you will be prompted to save the requested equipment or re-enter the data. You may enter any number of equipment records; however, the type of equipment must be consistent with the movement mode. (For example, you cannot enter rail equipment on a shipment with a motor movement mode.) The system will automatically generate Equipment Requested records for those types of equipment that have equivalent codes (i.e., AV1 will generate AV2 and AV3 automatically).

Screen Label	Description
Sys ID	System-generated. The system ID for the current shipment request.
Plan No.	System-generated. The plan number of the current routing plan.
Equipment No.	System-generated. The number of the equipment. Equipment numbers are assigned consecutively by the system as equipment is added to the plan.

Screen Label	Description
Movement Mode (M)	System-generated. The movement mode of the current plan You can change this mode, but it must match the Equipment Type (below).
Equipment Type (M)	The code that corresponds to a valid equipment type found in the Equipment Reference file. A pick list is available for partial or unknown entries. The equipment requested must match the Movement Mode entered above.
Full Visible Cap. (M)	If the vehicle will be loaded to full visible capacity, set this field to **Y** for **Yes**. The system defaults to **N** for **No**.
Sub.	System-generated. Codes for equipment types that are equivalent to the type requested. You can delete or modify these entries if you wish
Conveying Equip.	If this piece of equipment is being conveyed by another piece of equipment, enter the equipment number of the conveying equipment.
Pallet	Pallet weight for this equipment. If shipment unit(s) have been loaded on this piece of equipment, the pallet weight is brought forward from the shipment unit(s).
Dunnage	Dunnage weight for this equipment. If shipment unit(s) have been loaded on this piece of equipment, the dunnage weight is brought forward from the shipment unit(s).
Skid	Skid weight for this equipment. If shipment unit(s) have been loaded on this piece of equipment, the skid weight is brought forward from the shipment unit(s).

After the data has been entered, the system will summarize the data on the **Equipment List**.

1.3.3.9.4 Editing an Equipment Request

Press E to modify the data for the currently highlighted equipment request. You will have access to the same data fields described in the table above. Use the Tab or Enter key or your mouse to move to the desired field, make your changes, then press Page Down when you are finished. You will be asked if you would like to save the equipment

request. Make sure <Yes> is highlighted and press Enter to save the request.

1.3.3.9.5 Deleting an Equipment Request

Press D to delete the currently highlighted equipment request. You will be asked to confirm the deletion. Press Y to delete the request. Press N to abandon the deletion.

1.3.3.9.6 Linking Shipment Units to Equipment

Once a new equipment request has been created for a routing plan, the shipment units from the shipment request must be assigned (linked) to the pieces of equipment in the plan. The system automatically links all shipment units to the first piece of equipment in the plan (Equipment No. 001). To move shipment units to another piece of equipment in the plan, highlight the desired equipment and press L to access the **Equipment Unit-Link List** screen. The screen shown below will then be displayed. All shipment units for this shipment are displayed on this screen.

```
\CFM                        EQUIPMENT UNIT-LINK LIST      00.00.00 - 00:00:00
          Unit-Link to Plan 1 - Equipment 001 Summary
 TP: 3   Avail: 94.01.17   DDD: 94.01.22   Units: 3      Commod: 999912
                                                         Qty...: 3000 P
 Origin: W13N92 NATICK, MA                               Cube..: 300.0
 Destin: 15152  MANCHESTER, CT          Flags: STOP

Eqp TCN                Origin  Destin  Avail     Commod  Haz Quantity    Cube
001 SAMPLE00002...XXX  S2605A  15152   94.01.17  999912  N     1000 P     100
001 SAMPLE00003...XXX  S2605A  236217  94.01.17  999912  N     1000 P     100
001 SAMPLE00004...XXX  #98310  15152   94.01.17  999912  N     1000 P     100

   Add   Edit   Delete   Select   Group   Free-list   HazMat   Utils   eXit
Display the 'Free Units' list for additional loading
```

Figure 1-27. The Equipment-Unit Link List.

From this screen you can link shipment units to the currently highlighted piece of equipment (**Select** option), or add additional shipment units either from the **Free Shipment Units List** (**Free-list**) or from the **Shipment Unit Entry** screen (**Add**). You can also maintain

hazardous material information for the shipment units that are part of this shipment request (HazMat).

Data Displayed

The screen is divided into two sections. The top portion of the screen, displays summary information on the shipment units linked to the current piece of equipment. As additional shipment units are linked to this piece of equipment, the information is updated. The bottom portion of the screen displays all shipment units that are part of the current shipment request.

Screen Label	Description
Equipment Summary Data	
TP	The Transportation Priority entered in the shipment request, or the Transportation Priority of the unit with the highest priority linked to this piece of equipment, whichever is higher. Can be 1, 2 or 3 with 1 being the highest priority.
Avail	The latest availability date of all units linked to this piece of equipment.
DDD	The earliest desired delivery date of all units linked to this piece of equipment.
Units	The number of shipment units linked to this piece of equipment.
Commod	The commodity code for the current shipment request. If the shipment units are different commodities, this field will read **Mixed.**
Qty.	The total quantity of the units linked to this piece of equipment. Generally, this is pounds, but can also be gallons or barrels.
Cube	The total cube of the shipment units linked to this piece of equipment.
Origin	The origin address code, city and state entered on the shipment request.
Dest.	The destination address code, city and state entered on the shipment request.
Flags	Displays any special shipment flags associated with the shipment units linked to this piece of equipment.
List Data	
Eqp	The equipment number to which this shipment unit is linked.

Screen Label	Description
TCN	The Transportation Control Number for this shipment unit.
Origin	The origin address code for the shipment unit.
Destin	The destination address code for the shipment unit.
Avail	The date this shipment unit is available to be shipped (YY.MM.DD).
Commod	The commodity code for the shipment unit.
Haz	A **Y** in this column indicates that this shipment unit contains hazardous materials. An **N** indicates that it does not.
Quantity	Total number of pounds, barrels or gallons in this shipment unit
Cube	Total volume of this shipment unit in cubic feet.

Menu Options

The following menu options are available on the Equipment Unit-Link List screen.

Option	Description
Add	Add a new shipment unit to the current piece of equipment.
Edit	Edit the currently highlighted shipment unit.
Delete	Delete the currently highlighted shipment unit.
Select	Select the highlighted shipment unit to be linked to current equipment.
Group	Select a group of shipment units to be linked to current equipment.
Free-list	Display **Free Shipment Units List** to link additional shipment units to current equipment.
HazMat	Maintain hazardous material information for highlighted shipment unit.

Option	Description
Utils	1. Copy currently highlighted shipment unit to create a new shipment unit. 2. Split the currently highlighted shipment unit into multiple shipment units. 3. Add text that will be printed on the BL with the currently highlighted shipment unit data. You can indicate the text to be printed immediately before or immediately after the currently highlighted shipment unit detail. X. Return to the **Equipment Unit-Link List** screen.
Exit	Return to the previous screen.

Adding a Shipment Unit

To add a new shipment unit to the current piece of equipment press [A]. The **Shipment Unit Entry** screen will be displayed. For complete information on adding a shipment unit, please see section 1.3.2.3 beginning on page 1-14.

Editing a Shipment Unit

To modify the currently highlighted shipment unit, press [E]. The completed **Shipment Unit Entry** screen will be displayed. You will have access to the same data fields described in the table beginning on page 1-15. Use the [Tab] or [Enter] key to move to the desired field (or click on it with your mouse), make your changes, then press [Page Down] when you are finished. You will be asked if you would like to save the updated shipment unit information. Make sure **<Yes>** is highlighted and press [Enter] to save the shipment unit.

Deleting a Shipment Unit

To delete a shipment unit and all related data or to remove it from the current shipment, use the arrow keys to highlight the desired shipment unit and press [D]. The system will display the shipment unit data on the Shipment Unit Entry screen. The system will ask you to confirm the deletion. Make sure **<Delete>** is highlighted and press [Enter] to delete the shipment unit, or highlight **<Cancel>** to abandon the deletion. If the shipment unit was originally on the **Free Shipment Units List**, the system will ask you if you would like to move the

shipment unit to the Free List or delete it from the system. Highlight <Move> and press Enter to remove the shipment unit from the shipment and return it to the **Free Shipment Units List**. Highlight <Delete> and press Enter to delete the shipment unit and all related data from the system entirely. Highlight <Cancel> and press Enter to cancel the operation.

Selecting Shipment Units to Link to Current Equipment

To select a shipment unit to be linked to the current piece of equipment, highlight the desired shipment unit and press S. The shipment unit will then be linked to the current piece of equipment and the number in the Eqp column will change to match the current equipment number.

Selecting a Group of Shipment Units for Linking

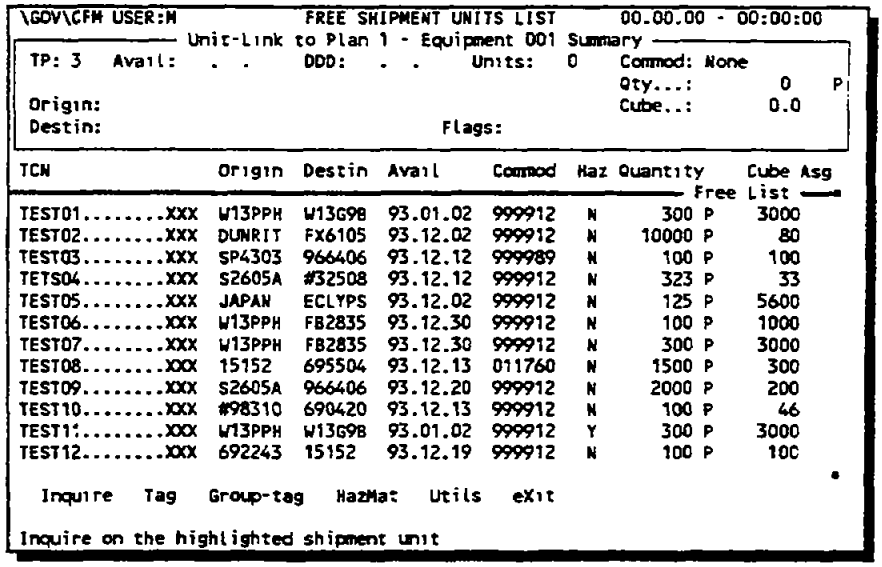
To select a group of shipment units to be linked to the current piece of equipment based on criteria of your choosing, press G. The **Group Tag Query** window will then be displayed. For complete information on how to use the **Group Tag Query** window please see the section *Tagging a Group of Shipment Units* beginning on page 1-19.

Linking a Shipment Unit from the Free Shipment Units List

To link a shipment unit that has already been entered into the system but not yet assigned to a shipment to the current piece of equipment, press F. The **Free Shipment Units List** shown below will then be displayed.

From this screen you can view shipment unit detail, tag shipment units and add them to the current piece of equipment, view HazMat information about a shipment unit, and view all shipment units in the system (both free and assigned).

The screen is divided into two sections. The top portion of the screen, entitled **Unit-Link to Plan 1 - Equipment 001 Summary** in Figure 1-25, displays information about the current piece of equipment. This information is updated as you begin tagging the shipment units you wish to add. The bottom portion of the screen displays information about each shipment unit.



```
\GOV\CFM USER:M          FREE SHIPMENT UNITS LIST      00.00.00 - 00:00:00
          Unit-Link to Plan 1 - Equipment 001 Summary
 TP: 3   Avail:   .  .     DDD:   .  .     Units:  0    Commod: None
                                                      Qty...:        0   P
 Origin:                                              Cube..:      0.0
 Destin:                          Flags:

TCN                Origin  Destin  Avail     Commod  Haz Quantity     Cube Asg
                                                                 Free List
TEST01.....XXX     W13PPH  W13G9B  93.01.02  999912  N      300 P      3000
TEST02.....XXX     DUNRIT  FX6105  93.12.02  999912  N    10000 P        80
TEST03.....XXX     SP4303  966406  93.12.12  999989  N      100 P       100
TETS04.....XXX     S2605A  #32508  93.12.12  999912  N      323 P        33
TEST05.....XXX     JAPAN   ECLYPS  93.12.02  999912  N      125 P      5600
TEST06.....XXX     W13PPH  FB2835  93.12.30  999912  N      100 P      1000
TEST07.....XXX     W13PPH  FB2835  93.12.30  999912  N      300 P      3000
TEST08.....XXX     15152   695504  93.12.13  011760  N     1500 P       300
TEST09.....XXX     S2605A  966406  93.12.20  999912  N     2000 P       200
TEST10.....XXX     #98310  690420  93.12.13  999912  N      100 P        46
TEST11.....XXX     W13PPH  W13G9B  93.01.02  999912  Y      300 P      3000
TEST12.....XXX     692243  15152   93.12.19  999912  N      100 P       100

  Inquire  Tag  Group-tag  HazMat  Utils  eXit

Inquire on the highlighted shipment unit
```

Figure 1-28. The Free Shipment Units List.

Please see Section 1.3.3.8.6 on page 1-45 for complete information on the **Free Shipment Units List** screen.

Equipment Unit Link List Utility Options

To access the Utility Options, press U from the **Equipment Unit-Link List**. The screen shown below will be displayed.

Please see Section 1.3.3.8.8 on page 1-55 for complete information on the **Utility Options**

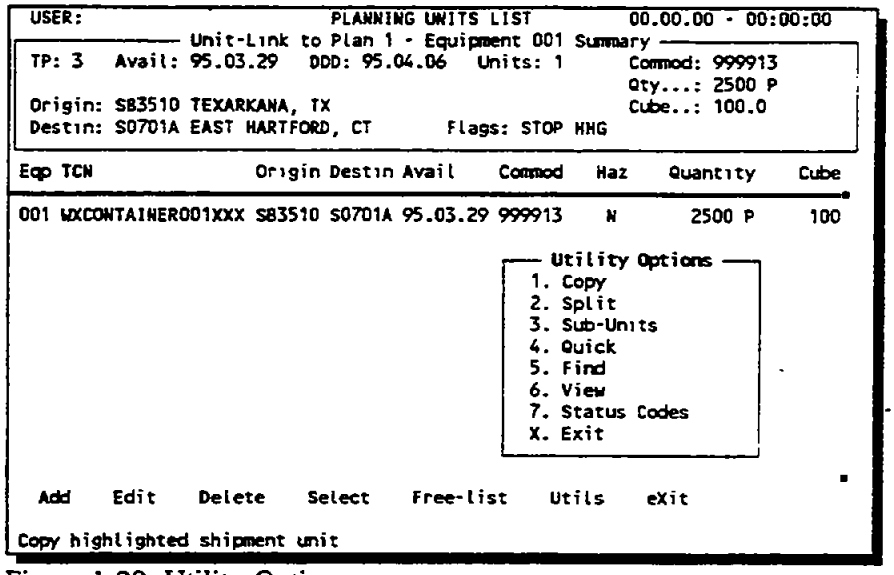


Figure 1-29. Utility Options.

1.3.3.9.7 Requesting Shipment Services

Press [S] from the **Equipment List** screen to enter information about accessorial and protective services requested for the currently highlighted piece of equipment. There is no limit to the number of services that can be requested; however, the service must match the movement modes and equipment requested.

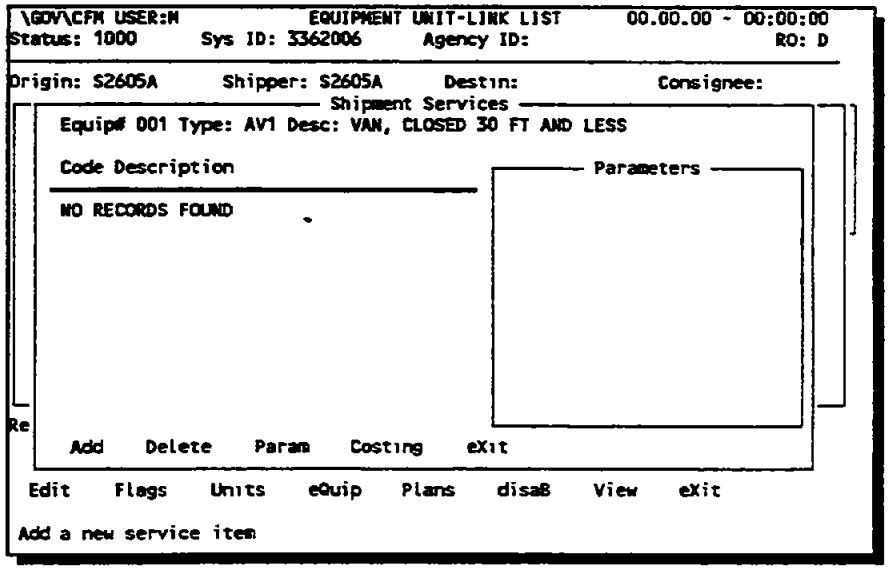


Figure 1-30. The Shipment Services.

Data Displayed

The following data is displayed on the **Shipment Services** window.

Screen Label	Description
Equip#	The equipment number of the currently highlighted piece of equipment
Type	The equipment code for the currently highlighted piece of equipment
Desc	A description of the currently highlighted piece of equipment.
Code	The code for the shipment service.
Description	A short description of the service.
Parameters	Additional data that is needed to cost certain services properly.

Menu Options

The following menu options are available on the **Shipment Services** screen.

Option	Description
Add	Add a new requested service for this shipment.
Delete	Delete the currently highlighted requested service.
Param	Edit costing parameters for the currently highlighted requested service.
Costing	Displays a description of how the highlighted service is costed.
Exit	Return to the previous screen.

Adding a Service Request

Press [A] to add an accessorial or protective service request for the shipment. The **Service Edit** window shown below will be displayed

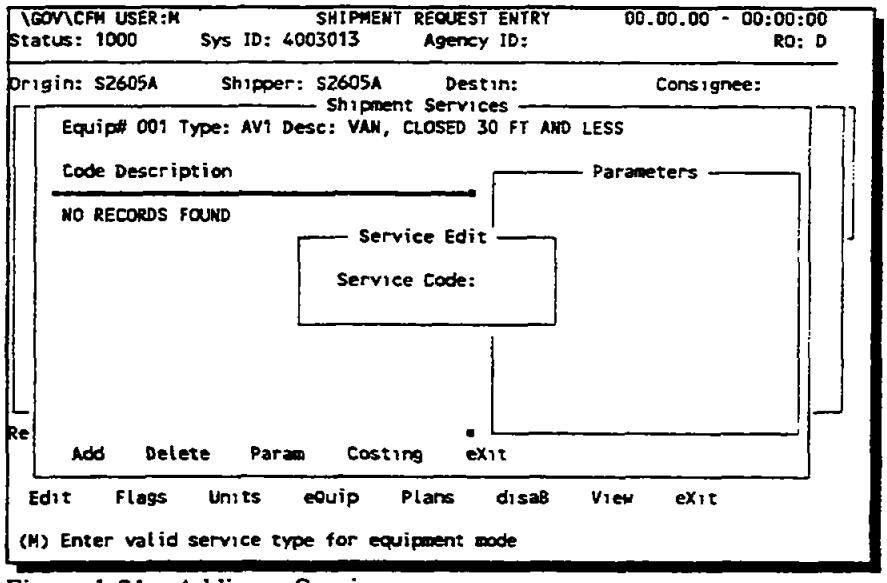


Figure 1-31. Adding a Service.

Enter the appropriate service code, or an [*] to view a pick list of valid service codes and their descriptions. You will be prompted to save the new service. Make sure <Yes> is highlighted and press [Enter] to save the service, or highlight <No> and press [Enter] to cancel the operation. The service code and description as well as any costing parameters will be displayed on the **Shipment Services** window.

Deleting a Service Request

To delete a service request, highlight the desired service and press [D]. You will be prompted to confirm the deletion. Make sure <Yes> is highlighted and press [Enter], or highlight <No> and press [Enter] to cancel the deletion.

Editing Service Parameters

To edit the parameters for a shipment service, highlight the desired service and press [P]. You will then be able to adjust the parameter for that service (e.g., change the number of chains and binders requested).

Viewing Costing Information for a Service

To view costing information for a service, highlight the desired service and press C. A window containing an explanation of the costing method will be displayed.

1.3.3.9.8 Stop-Offs / Splits in Transit

CFM automatically generates stop-offs in transit for any shipment units that have a different origin or destination from the first shipment unit on a piece of equipment. The **stop-Off** menu option allows you to edit the stop-off numbers on the stop-offs for each piece of equipment in a plan.

Editing a stop-off number changes the order in which the stop-offs should be made. You can also specify whether this is a stop-off or a split. This screen also allows you to enter marks and annotation text for each stop off. To view stop-off/split information for a piece of equipment highlight the desired equipment on the **Equipment List** and press O. The screen shown below will then be displayed.

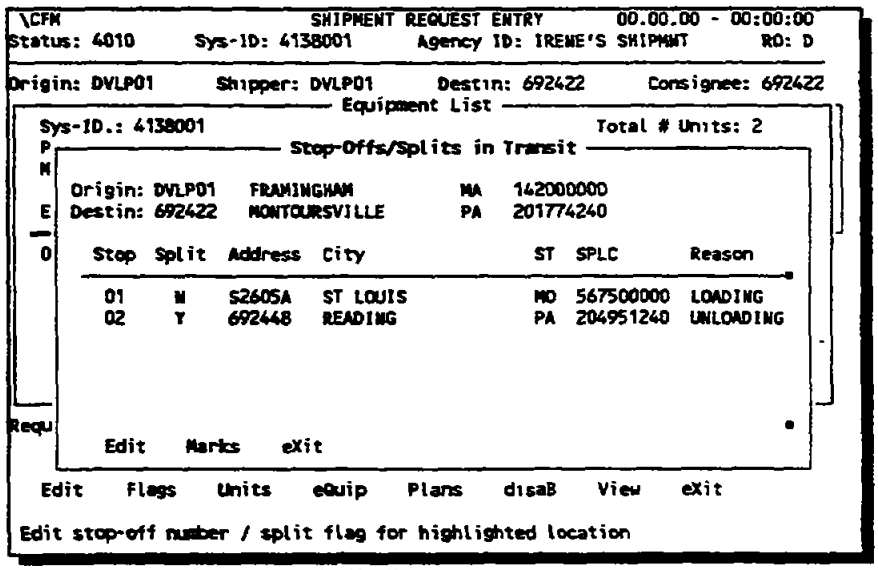


Figure 1-32. The Stop-Offs/Splits in Transit screen.

Columns Displayed

The following columns of data are displayed for each stop-off in transit point.

Screen Label	Description
Stop	The sequence number of the stop-off.
Split	If this is a split delivery (the shipment is being split *between two different locations at the same site*), a **Y** appears in this field. A stop-off (shipment is being sent to two completely different sites) will appear as an **N**.
Address	The address code (DODAAC) of the stop-off.
City	The name of the city for the stop-off.
St	The state abbreviation for the stop-off.
SPLC	The SPLC for the stop-off.
Reason	*The reason for stopping - **Loading** or **Unloading**.*

Menu Options

The following menu options are available on the **Stop-Offs in Transit** screen.

Option	Description
Edit	Edit the stop-off number for the currently highlighted stop-off record.
Marks	Add or modify text to be printed on the BL with this stop-off record.
Exit	Return to the previous screen.

Editing a Stop-Off / Split Record

To edit a stop-off/split record, highlight the desired stop-off and press E from the **Stop-Offs/Splits in Transit** screen. The screen shown below will then be displayed. The only two fields that you can edit are the **Stop-Off Number** field and the **Split (Y/N)** field.

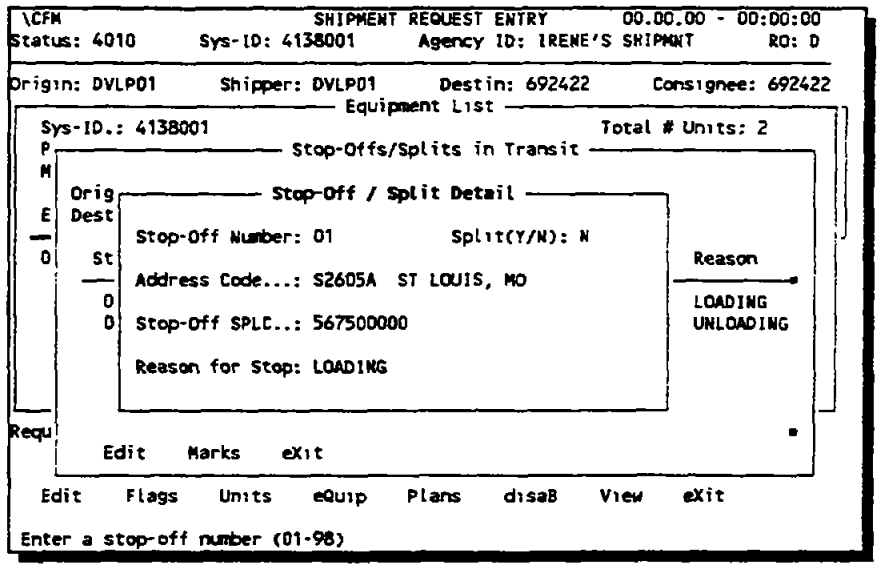


Figure 1-33. Stop-Off / Split Detail Screen.

To change a stop-off number, simply type a new number in the field. If you have two stop-offs and you would like to change the order of the stop-offs, simply edit stop-off **01** and change the **Stop-Off Number** field to **02**. This will change stop-off **01** to stop-off **02**, and stop-off **02** to stop-off **01**.

You can re-number the stop-offs in any sequence that you like. However, if you do not assign sequential stop-off numbers, when you exit this screen, the system will display a message that it is re-numbering the stop-offs sequentially (leaving no gaps in the numbering).

To indicate that a stop-off record is actually a split delivery, move to the **Split (Y/N)** field and type a **Y** in this field.

Adding Marks and Annotations to a Stop-off Record

To add marks and annotations to a stop-off record, highlight the desired record, and press [M]. The Stop-Off / Split Marks and Annotations window will be displayed.

Menu Options

The following menu options are available for both the **Stop-Off / Split Marks and Annotations** screen.

Option	Description
Edit	Enter text in a free form manner.
Insert	Insert blocks of text from a pick list of standard BL Annotations.
Clear	Clears text from the text block.
Exit	Return to the previous screen.

1.3.3.9.9 Utility Options

To access the **Utility Options**, press U from the **Equipment List**. The screen shown below will be displayed.

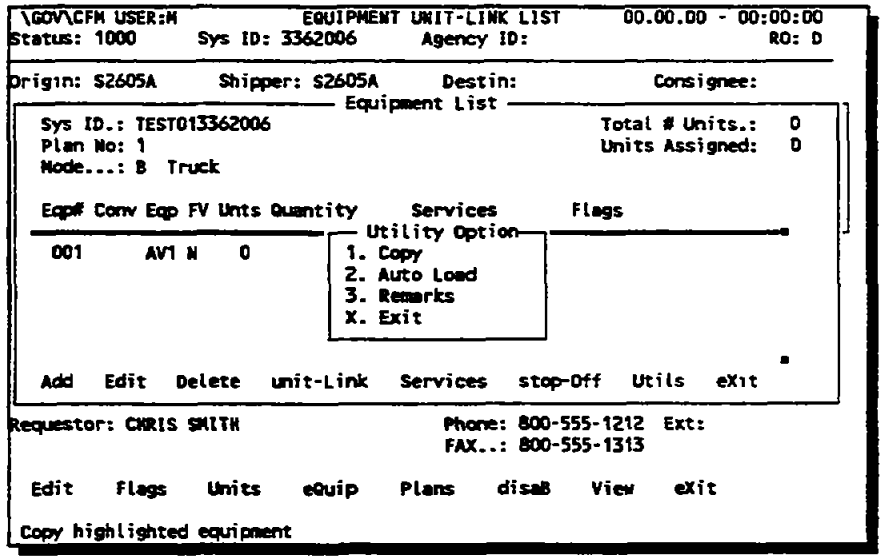


Figure 1-34. Utility Options.

Menu Options

Option	Description
1. Copy	Copy the equipment request data from the currently highlighted request to create additional equipment requests for the current plan.

Option	Description
2. Auto Load	Automatically load shipment units onto the other equipment on the list in the same way you have just manually loaded shipment units onto a piece of equipment.
3. Remarks	Maintain routing plan remarks to the Area Command.
X. Exit	Return to the Equipment List screen.

Copying an Equipment Request

The **Copy** option on the **Utility Options** menu allows you to create additional equipment requests for the current plan by copying the equipment request data from a request you've already entered. Highlight the piece of equipment from which you wish to copy the request data and press 1 from the **Utility Options** menu. The screen shown below will then be displayed.

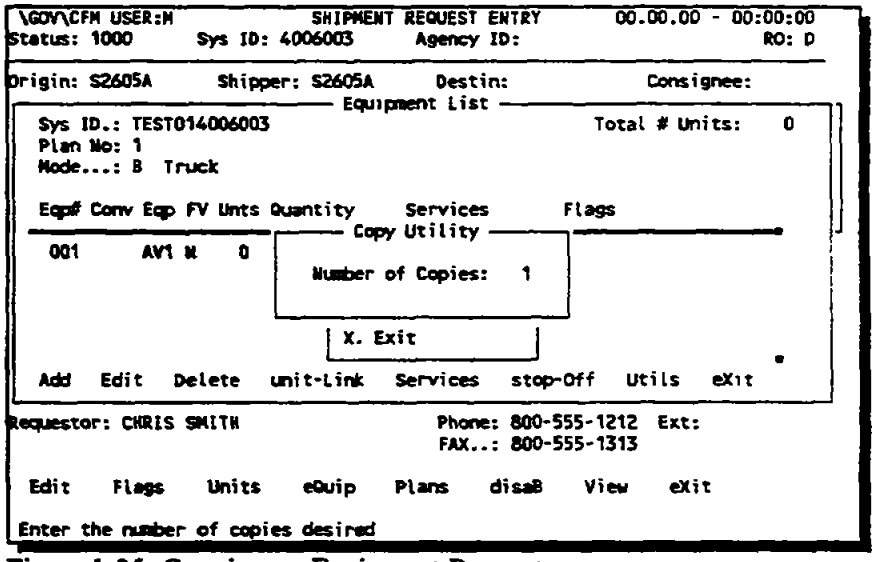


Figure 1-35. Copying an Equipment Request.

You will be prompted to enter the number of copies you would like to make. Enter the number and the system will generate the equipment and number them consecutively. You can make any necessary changes to the equipment request by using the **Edit** option.

Loading Shipment Units Automatically

The **Auto Load** option on the Utility Options menu allows you to duplicate the load plan for the highlighted equipment for each similar type of equipment. This is useful if your plan includes multiple identical shipment units that must be loaded onto multiple identical pieces of equipment.
Follow the steps below to use the Auto Load function:

Step	Action	Result
1	Use the **Units** option on the Shipment Request screen to create all shipment units that will be loaded onto vehicles. They should be identical. Create one, then use the **Copy** function on the **Utils** menu to copy shipment units.	All shipment units are created and are ready for loading.
2	Use [X] to exit to the Shipment Request screen.	The Shipment Request screen is displayed.
3	Use the **eQuip** option (press [Q]) to add equipment on which to load your shipment units.	The Equipment List screen is displayed.
Equipment 001 will be shown on the list. All shipment units are automatically placed on this equipment.		
4	*If Equipment 001 is the correct type of equipment*: Press [U] to access the utility menu, then [1] to copy this piece of equipment. *If Equipment 001 is not correct*: Delete Equipment 001 and add the appropriate equipment. Then press [U] to access the utility menu, then [1] to copy this piece of equipment.	The appropriate number of copies of the proper equipment are created. You should now have as many pieces of equipment as you need to load your shipment units. *Note that all shipment units are automatically pre-loaded onto equipment 001.*

Step	Action	Result
5	Highlight Equipment 002, then activate the unit-Link option (press L).	A list of all shipment units for this shipment is displayed.
6	Select shipment unit(s) by highlighting the desired unit and pressing S.	The shipment unit(s) are loaded onto equipment 002.
7	When you have finished selecting the appropriate shipment unit(s) for equipment 002, press X to exit from this screen.	The equipment list is displayed.
8	Check equipment 002 to make sure it is loaded properly. Equipment 002 will be used as a model for loading all the remaining equipment. If it is not loaded correctly, make any corrections by repeating steps 5–7.	The equipment is loaded properly.
9	To auto-load the remaining equipment, press U to access the **Utils** menu, then press 2 to auto-load all equipment.	All equipment is loaded in the same manner as equipment 002.

Additional Routing Remarks

Press 3 on the **Utility Options** menu to enter additional routing remarks for the current routing plan. Any information that is not covered in one of the other screens should be entered using this screen. It will be transmitted to the CFM Host for review by an Area Command Freight Rate technician when you route the shipment request. Use **Remarks** to enter expediting information for a shipment.

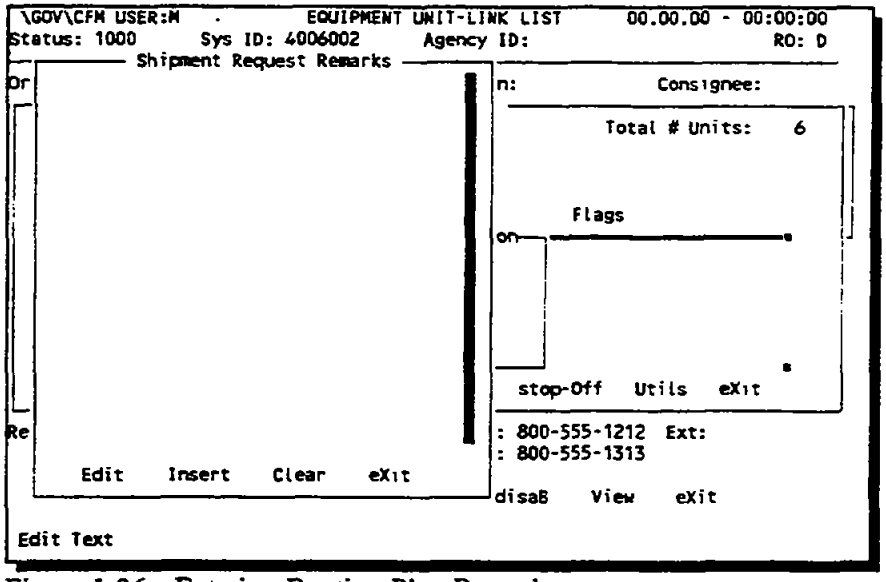


Figure 1-36. Entering Routing Plan Remarks.

Menu Options

The following menu options are available on the **Routing Plan Remarks** screen.

Option	Description
Edit	Directly enter text in the window. You may enter as much text as needed.
Insert	Allows you to insert text from the Standard Annotations reference file. You may enter as many standard annotations as needed.
Clear	Clears all text from the field.
Exit	Returns to the **Equipment List** screen.

1.3.3.10 Multiple Routing Plans

The **Plans** option on the **Shipment Request Entry** screen allows you to create and maintain multiple routing plans for a shipment request. The system automatically creates one routing plan for a shipment request using the default movement mode and equipment (if you have these set in the **Site Configuration**). To create other routing plans for comparison at the Host, press [P]. The screen shown below will be displayed.

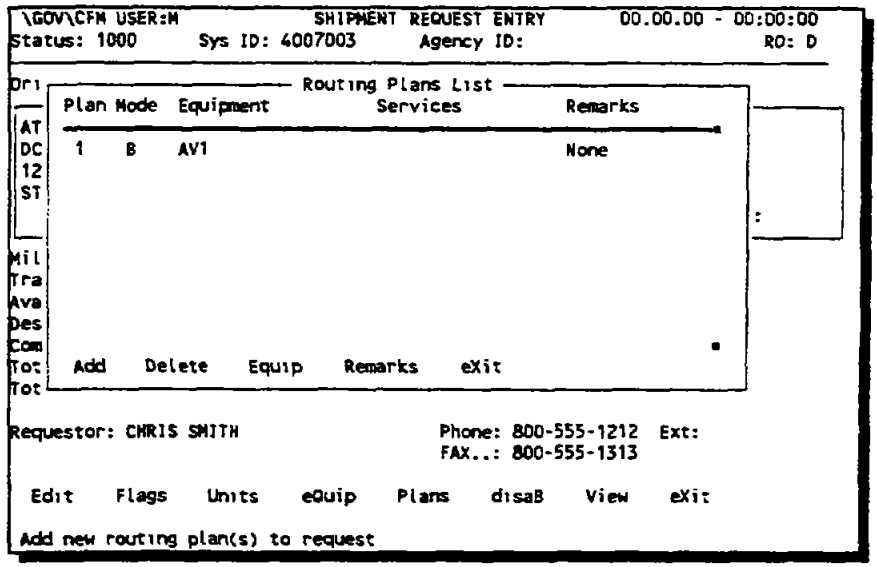


Figure 1-37. Routing Plans List.

1.3.3.10.1 Columns Displayed

The following columns of data appear for each routing plan.

Screen Label	Description
Plan	The plan number for the routing plan. Each plan is numbered consecutively by the system.
Mode	The movement mode for this routing plan.
Equipment	The equipment code for the equipment requested in this plan routing.
Services	Special shipment services for this routing plan.
Remarks	A **Yes** in this column indicates there are routing plan remarks for this plan.

1.3.3.10.2 Menu Options

The following menu options are available on the **Routing Plans List** screen.

Option	Description
Add	Add a new routing plan to the shipment request
Delete	Delete the highlighted routing plan.
Equip	Request equipment for the highlighted routing plan.

Option	Description
Remarks	Add remarks for the highlighted routing plan
Exit	Return to the **Shipment Request Entry** screen.

1.3.3.10.3 Adding a Routing Plan

Press [A] from the **Routing Plans List** to add a routing plan to the current shipment request. The screen shown below will then be displayed.

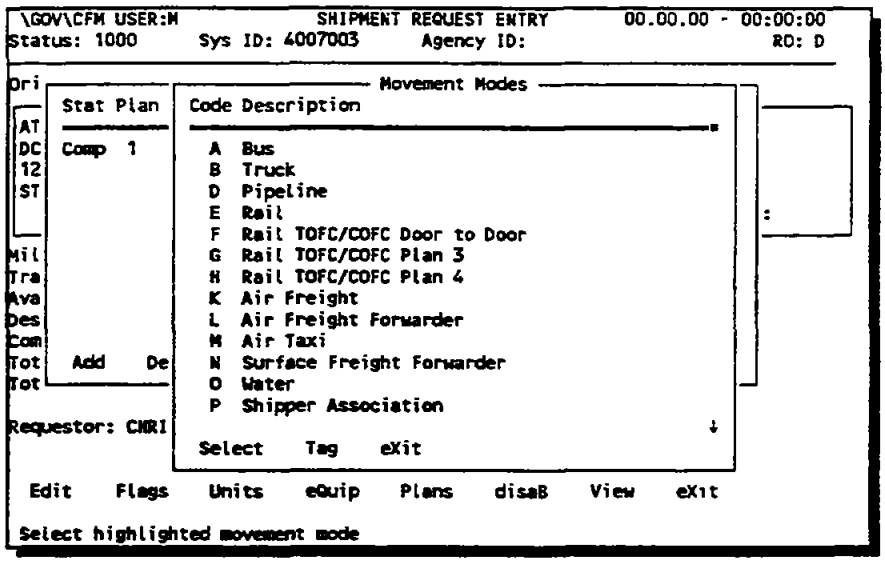


Figure 1-38. Movement Modes Window.

From this screen you can select the movement mode(s) for the routing plan(s) you would like to add. The system will create a plan for each mode you choose. You may create up to nine routing plans per shipment request.

Columns Displayed

The following columns of data are displayed on the **Movement Modes** window.

Screen Label	Description
Code	The mode code for the movement mode.
Description	A brief description of the movement mode.

Menu Options

The following menu options are available from the **Movement Modes** window.

Option	Description
Select	Select the highlighted movement mode for a routing plan and return to the **Routing Plans List**.
Tag	Tag the highlighted movement mode for a routing plan.
Exit	Create a routing plan for each tagged mode and return to the **Routing Plans List**.

Selecting a Movement Mode

To select a movement mode for a new routing plan, highlight the desired mode and press [S]. The **Routing Plans List** will be displayed and will include the new routing plan.

Tagging a Movement Mode

To tag a movement mode for a new routing plan, highlight the desired mode and press [T]. The same operation will untag a movement mode that was previously tagged. To tag multiple modes, continue tagging modes in the same manner. A routing plan will be created for each tagged mode when you exit the **Movement Modes** window.

1.3.3.10.4 Deleting a Routing Plan

To delete a routing plan from the shipment request, highlight the desired plan and press [D]. You will be asked to confirm the deletion. Make sure **<Yes>** is highlighted and press [Enter] to delete the plan, or highlight **<No>** and press [Enter] to cancel the operation.

1.3.3.10.5 Requesting Equipment for a Plan

Press [E] on the **Routing Plans List** screen to add or modify equipment requests for the highlighted plan. The **Equipment List** screen will be displayed. For complete information on the **Equipment List** screen, please see section 1.3.3.9 beginning on page 1-58.

1.3.3.10.6 Additional Routing Remarks

To add remarks to the currently highlighted routing plan, press R from the Routing Plans List screen. Any information that is not covered in one of the other screens should be entered using this screen. It will be transmitted to the CFM Host for review by an Area Command Freight Rate technician when you route the shipment request. Use Remarks to enter expediting information for a shipment.

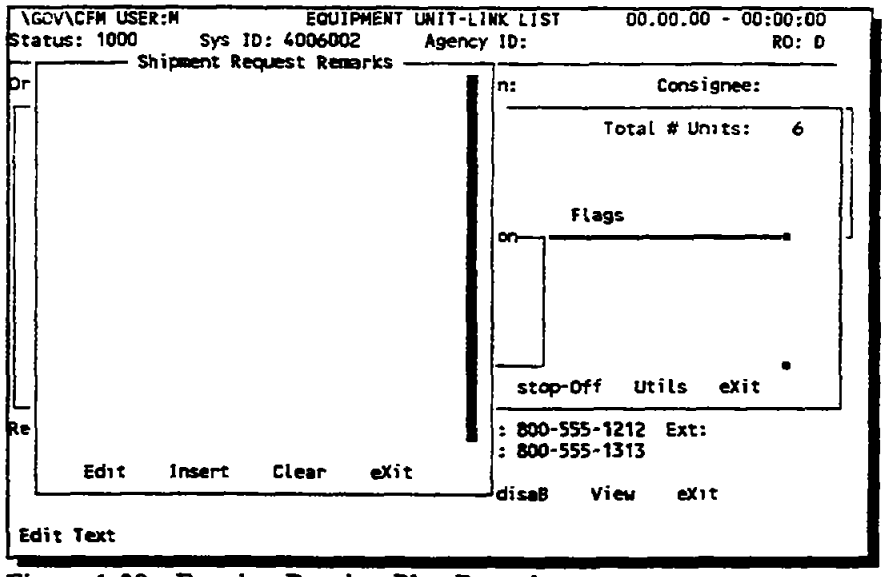


Figure 1-39. Entering Routing Plan Remarks.

Menu Options

The following menu options are available on the **Routing Plan Remarks** screen.

Option	Description
Edit	Directly enter text in the window. You may enter as much text as needed to describe the shipment.
Insert	Allows you to insert text from the Standard Annotations reference file. You may enter as many standard annotations as needed.
Clear	Clears all text from the field.
Exit	Returns you to the Equipment List screen.

1.3.3.11 Disability Costs

Press B from the **Shipment Request Entry** screen to enter disability costs for the shipment request. The system is designed to automatically add any standard disability costs for the destination and stop-off in transit addresses. You may use these, delete them, or add any other disability costs related to the shipment

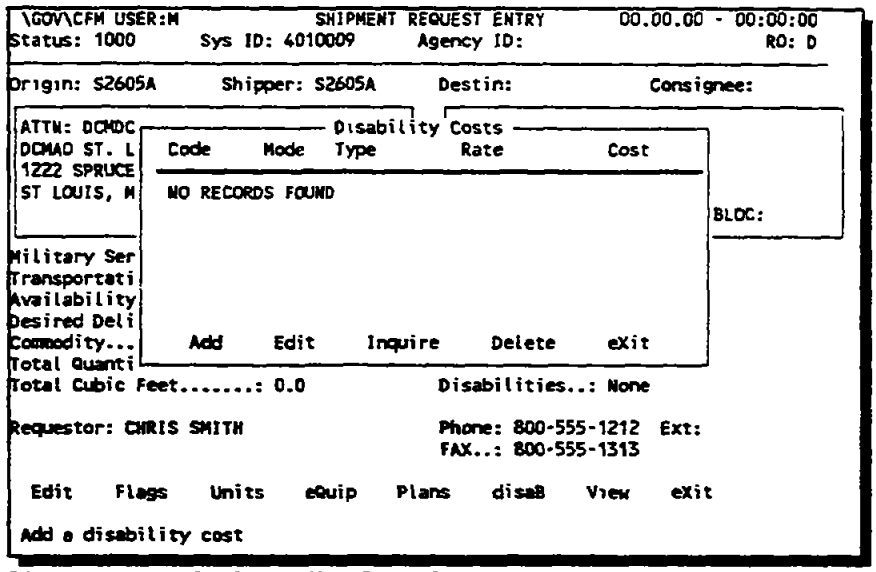


Figure 1-40. The Disability Costs Screen.

1.3.3.11.1 Columns Displayed

The following columns of data are displayed for each disability cost related to this shipment.

Screen Label	Description
Code	The address code for the site where the disability cost is incurred.
Mode	The movement mode under which the disability cost is incurred. These codes correspond to the movement modes from MT Form 363-R.
Type	One of the following types of disability: A - Commercial Switching Cost B - Direct Cost, Handling Equipment C - Direct Cost, Blocking and Bracing D - Drayage Cost

Screen Label	Description
Rate	The rate at which the disability cost is incurred depending on type of disability: A - Commercial Switching Cost Per Car B - Handling Equipment, Per Hundred-Weight C - Blocking and Bracing, Per Hundred-Weight D - Drayage Cost, Per Hundred-Weight
Cost	The estimated disability cost for this shipment.

1.3.3.11.2 Menu Options

The following menu options area available on the **Disability Costs** screen.

Option	Description
Add	Adds a disability cost to this shipment.
Edit	Edits the currently highlighted disability cost.
Inquire	Displays information about the currently highlighted disability cost.
Delete	Deletes the currently highlighted disability cost.
Exit	Returns to the **Shipment Request Entry** screen.

1.3.3.11.3 Adding a Disability Cost

Press [A] to add a disability cost for this shipment.

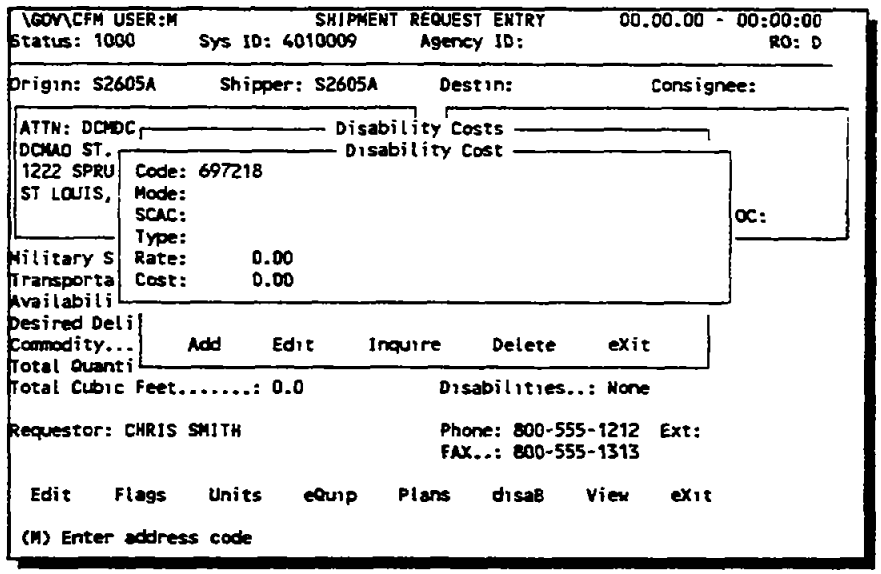


Figure 1-41. Adding a Disability Cost.

Data Elements

Enter the following data elements to create a disability cost for the shipment request.

Screen Label	Description
Code (M)	The address code for the site where the disability cost is incurred. This field defaults to the shipment destination. A pick list of address codes is available for partial or unknown entries.
Mode (M)	The movement mode under which this disability cost is incurred. A pick list of movement mode codes is available for blank or unknown entry.
SCAC	If the disability applies to only one carrier, enter that carrier's SCAC. A pick list of carriers is available for unknown SCACs.
Type (M)	The type of disability. A pick list of disability types is available for unknown entries.
Rate (M)	The rate at which the disability cost is incurred.
Cost (M)	The total disability cost for this shipment.

1.3.3.12 Viewing the Shipment Request

Press [V] to use the View menu option to verify that there are no errors in the data. The system will check the shipment request for missing or logically inconsistent data and display any errors. Errors related to a shipment unit in the shipment request will be followed by the TCN of the shipment unit record containing the error. Errors related to a plan in the shipment request will be followed by the plan number and equipment number containing the error. Check the **Appendix** section on Error Messages to determine the correction necessary.

1.3.3.13 Saving the Completed Request

Press [X] to exit the screen and save the request. The system will check for missing or logically inconsistent data and display any errors detected in a window on the screen.

If errors are found, they will be displayed on the screen and you may elect to:

- **Hold for Later Editing** - Hold the shipment request for further data entry at a later time.
- **Continue Editing Request** - Return to the ring menu and data entry mode.
- **Exit without Saving Changes** - Return to the **Shipment Request List** without saving the data entered.

If no errors are detected, you may elect to:

- **Save and Set for Ranking** - Save the shipment request data and set the status code to 2000 so that it will be ready for ranking by the Host.
- **Hold for Later Editing** - Hold the shipment request for further data entry at a later time.
- **Print and Override to BL** - Print the shipment request data on the laser printer (if you choose to) so that it can be faxed to MTMC for a ranking, and set the status code to 4010 so that you can enter the carrier data manually and prepare a BL.

Note: *This option may appear in place of "Save and Set for Ranking" if the shipment is not ratable by the host (e.g., export shipments)*

- **Continue Editing Request** - Return to the ring menu and data entry mode
- **Exit without Saving Changes** - Return to the **Shipment Request List** without saving the data entered.

After exiting from the **Shipment Request Entry** screen, you will be returned to the **Shipment Request List** screen.

1.3.4 Editing a Shipment Request

Editing an existing Shipment Request is similar to the **Add** feature discussed previously, with the exception that the System ID remains unchanged. You may edit the shipment request data for a shipment at any point before the BL is printed. This allows last minute changes in a shipment to be entered and re-routed to obtain an accurate estimated cost for the BL. To edit an existing shipment request, use the arrow keys to highlight the desired shipment and press [E] from the **Shipment Request List**. Press [E] once more from the **Shipment Request Entry** screen to edit the shipment request.

1.3.5 Deleting a Request

To delete an existing shipment request and all of its related data, use the arrow keys to highlight the shipment and press [D] for **Delete**. The system will ask you to confirm the deletion. Press [Y] for **Yes** or [N] for **No**. The default is [N] for **No**.

You cannot delete a shipment for which a bill of lading has been printed. If a bill of lading has been printed for a shipment, you must archive it to remove it from the system.

1.3.6 Printing a Request

To print a hard copy of the shipment request data on the printer, use the arrow keys to highlight the desired shipment and press [P]. You will be prompted to make sure you'd like to print the shipment request. Highlight **<Yes>** to print or **<No>** to return to the **Shipment Request List**.

The printed form is not an exact copy of the shipment request, as it does not contain the space at the bottom for routing data. This is returned by the Host site on a separate routing worksheet.

1.3.7 Shipment Utility Options

Press U from the **Shipment Request List** to access a menu of utility functions. The screen shown below will then be displayed. For a full description of all utility options, see Section 1.8 beginning on page 1-198.

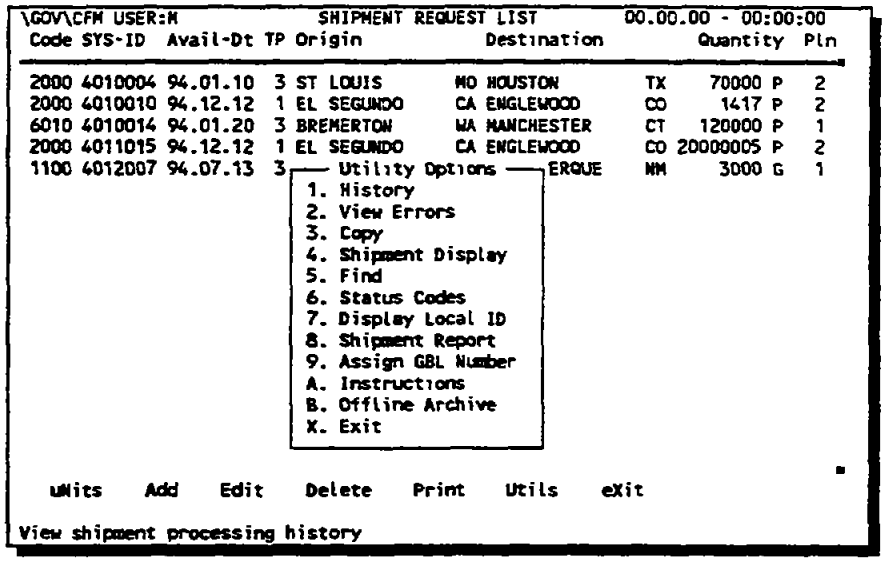


Figure 1-42. Utility Options

1.3.7.1 Menu Options

The following options are available on the **Utility Options** menu.

Screen Label	Description
1. History	Displays a list of status code changes that have occurred for the currently highlighted shipment request. This list can be used to track who performed an action on a shipment and when it occurred.
2. View Errors	Displays any errors found by the system in the data entered for the currently highlighted shipment in a bright red screen.

Screen Label	Description
3. Copy	Copies the shipment request data from the currently highlighted shipment and creates a new shipment request.
4. Shipment Display	Displays additional detail information about the currently highlighted shipment.
5. Find	Searches and sorts the shipments on the list based on user-entered criteria.
6. Status Codes	Lists all the status codes used by the system along with a short description of each. The list always starts with the status code that matches the currently highlighted shipment.
7. Display Local ID	Toggles between System ID and Local ID on all shipment lists.
8. Shipment Report	Produces a report that lists all shipments in the system. This report lists the shipment status and tasks remaining for each shipment. The report can be viewed on the screen or sent to a printer.
9. Assign GBL Number	Assigns a GBL number to a shipment.
A. Instructions	Add or edit shipping instructions.
B. Offline Archive	Archive shipments that have not been completely processed on the CFM Field Module.
X. Exit	Return to the **Shipment Request List**.

1.3.8 Exiting the Shipment Request List

To exit from the **Shipment Request List** and return to the **Shipment Processing List**, press X for **Exit**. After returning to the **Shipment Processing List**, the shipment that was highlighted on the **Shipment Request List** remains highlighted.

1.4 The Ranking List

Press R on the **Shipment Processing List** to access the **Ranking List**. This list presents you with a list of all shipments in the system which are either ready for ranking (Code 2000), have been sent to the Host and are awaiting a routing (Code 2100), or are an amendment for more carriers from the Host (Code 2200). From this list, you decide how to route the freight and which shipments to process. The same data columns appear on the **Ranking List** as on the **Shipment Processing List**.

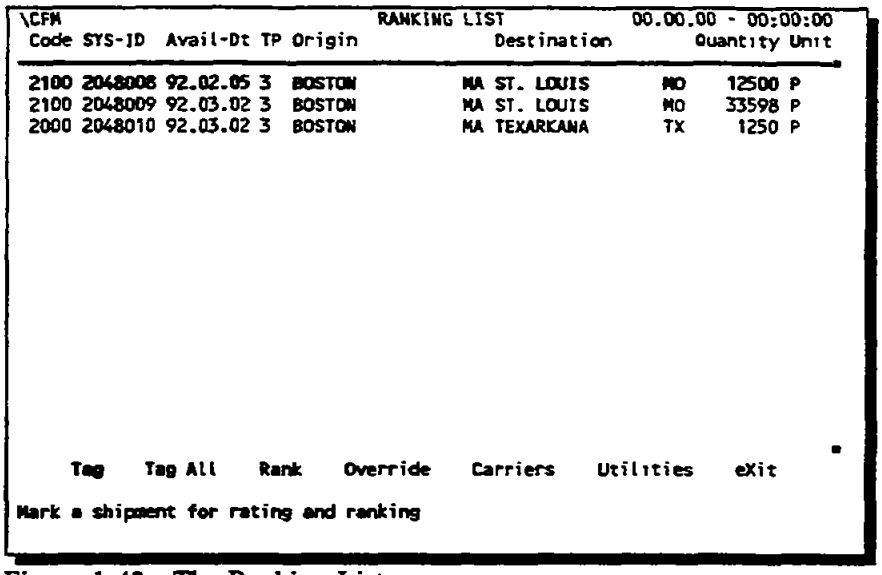


Figure 1-43. The Ranking List screen.

1.4.1 Menu Options

The following menu options area available on the **Ranking List** screen to help you obtain routings for shipments.

Option	Description
Tag	Mark the currently highlighted status code 2000 shipment for ranking. All shipments that are status code 2100 and 2200 will be sent to the Host automatically — no tagging is necessary.
Tag All	Mark all status code 2000 shipments for ranking. All shipments that are status code 2100 and 2200 will be sent to the Host automatically — no tagging is necessary.

Option	Description
Rank	Connect to the Host to route the shipments All tagged status code 2000 shipments as well as 2100, 2200, reference file inquiries, mileage lookup requests, service failures, etc. are sent to the Host automatically.
Override	Mark the currently highlighted shipment to bypass Host routing and manually enter the carrier.
Carriers	Change the number of carriers requested for the currently highlighted shipment.
Utilities	Displays a menu of utility functions that allows you to: 1. Review the processing history of the currently highlighted shipment 2. View errors found in the shipment data by the system. 3. Copy the data from the currently highlighted shipment to a create a new shipment. 4. Obtain a more detailed view of the currently highlighted shipment. 5. Search and sort the current list by user selected criteria. 6. Lists all the status codes used by the system along with a short description of each. 7. Toggles between System ID and Local ID on all shipment lists. 8. Produces a report that lists all shipments in the system. This report lists the shipment status and tasks remaining for each shipment. 9. Assign BL number to a shipment. A. Add or edit shipping instructions. B. Archive shipments that have not been completely processed by the CFM Field Module. X. Return to the Ranking List.
Exit	Returns to the Shipment Processing List.

1.4.2 Marking a Shipment for Ranking

Press [T] to mark or tag the highlighted shipment for ranking. The **Tag** menu option checks the shipment to insure it is ready for ranking (status code 2000), locks it from use by other users, and redisplays the shipment in a different color.

Note that if another user has tagged the shipment, the system will notify you and will not tag the shipment. This is to prevent multiple users from changing the shipment at the same time.

1.4.3 Marking All Shipments for Ranking

Press A to send all status code 2000 shipments to the Host for routing. The **Tag All** menu option effectively tags all shipments with status code 2000 for routing.

1.4.4 Connecting to the Host for Ranking

Press R to begin the Ranking Process by connecting to the Host. The system confirms that you wish to perform the ranking. Press Y for **Yes** or press N for **No**. After confirmation the process goes through the following steps:

- **Input File Creation** — the system examines each shipment and creates input for that shipment if it meets one of the following criteria:
  - **Code 2100** — A request for the rated carriers from the Host is sent.
  - **Code 2200** — A request for more rated carriers from the Host is sent.
  - **Code 2000** — If the shipment is tagged, all Shipment Request data needed to route the shipment is sent to the Host.
  - **Other Data** — The Field Module also sends mileage, SCAC, and commodity code inquiries to the Host. Service failures, non-use reason codes, and local penalties are also sent. If TDRs have been created but not yet transferred, they will be sent.
  - **BL Data** — The Field Module sends all GBL data in EDI format to the Host automatically each time you connect for rating and ranking. See Section 1.6.6 on *Transferring GBL Data to the Host* on page 1-185 for more information.

  The input file contains a key made up of the DODAAC for the Field Module installation and a Site Number which indicates

which PC on site is creating the input file. This information is pulled from the **Site Configuration** file and must match your account on the Host. This is to insure that data is correctly routed back to your PC.

- **Connecting to the Host** — The system loads a communications software package called PROCOMM. This software automatically dials the telephone number or numbers for the Host. It will try all the numbers in an internal phone directory until it connects to the Host.

- **Logon to the Host** — You are prompted to enter your Host Logon and Password. *These will differ from your Field Module Logon and Password.* Each user will be assigned a unique Logon and Password. These are important as they not only allow access to the Host, but are used to validate your input and route the data through the system.

  DO NOT USE ANY LOGON AND PASSWORD OTHER THAN THOSE ASSIGNED TO YOU!

  This is the only time during the ranking process you need to enter anything.

- **Transfer Input File** — the system automatically transfers the input file to the Host. You will see a window appear and can watch the progress of the file transfer.

- **Ranking Process** — the Host system will take over at this point. The Host examined the input file and performs the following actions:

  - **Code 2000** — Newly input Shipment Requests will be analyzed for errors and type of processing needed. For those shipments that can be automatically routed, the rating process will be started immediately. For those that need manual review by Area Command personnel, the system will load them in a file for review.

  - **Code 2100** — Shipments that have been previously loaded and are awaiting rated carriers will be processed. The Host system checks to see if the rating process has been completed and will send a number of rated carriers to the Field Module for that shipment. The rated carriers will be stored for future access by the Field Module if more rated carriers are needed from the rating. If the system has not

yet processed a Code 2100 shipment, an error will be returned.

- **Code 2200** — Shipments that have been previously rated and are requesting additional rated carriers will be processed. The Host accesses the stored rated carriers and sends the next batch of carriers in the rated carrier list. If the system has not yet processed a Code 2200 shipment, an error will be returned.

As the Host is processing each shipment, it writes the results to an output file for transfer back to the Field Module.

- **Transfer Output File** — after the Host signals it has completed processing, the output file will be automatically transferred back to the Field Module. A status window will be displayed and you can watch the progress of the file transfer.

- **Log Off the Host** — after the file transfer is complete, the Field Module will automatically log off the Host and hang up the telephone line.

- **Process the Output File** — the Field Module begins processing the output file. There are three types of results:

  - **Code 2000** — The system reads a confirmation from the Host that it received the Shipment Request data and is processing that shipment. The Code will be changed to **2100** so that a request for results will be processed on the next ranking.

  - **Code 2100** — If rated carriers are returned, the system loads the data into the database and changes the code to **3000** — ready for carrier award. If no rated carriers are returned, you will be given a reason and the status code stays at 2100.

  - **Code 2200** — If more rated carriers are returned, the system loads them into the database and the code is changed to 3000

  - **Other Data** — The Host also sends TDRs, close-out information, service failures from the destination, services not provided information, and inbound BLs for shipments you are expecting.

- **File Transfer Report** — You can view and or print a report of the results of the process, which is generated after the completion of the process

1.4.5 Manually Routing Shipments

You have the option to bypass the Host routing process and pass the shipment data directly to the BL Creation process using the **Override** menu option. This changes the Code to **4010**, indicating to the system that the shipment is ready for BL editing, but the awarded carrier information needs to be entered manually. This option is designed to allow you to access the BL Creation portion of the Field Module software for those shipments that are not supported by the system.

Use the arrow keys to highlight the desired shipment and press [O] to override Host routing for a shipment. The system will ask you to confirm the override. Press [Y] for Yes or [N] for No.

1.4.5.1 Entering Carrier Costing Information

After having set the shipment to override status, the next step is to enter the carrier costing information in block 2 of the bill of lading. Follow the steps below to enter the carrier information.

Step	Action	Result
1	Press [X] to return to the Shipment Processing List.	The Shipment Processing List is displayed.
2	Use the BL option (press [B]) to access the BL Maintenance List.	The BL Maintenance List is displayed.
3	Highlight your shipment and press [E] to edit.	The first screen of the BL for your shipment is displayed.
4	When the BL is displayed, press [B] (block), and enter 2 as the block to edit.	The Equipment Costing screen is displayed.
5	Enter the data on this screen, using the table below as a guide.	The data is automatically saved when you have completed entry.

Enter the data on the **Equipment Costing** screen, using this table as a guide.

Screen Label	Description		
Route Order	The route order number for this equipment. Enter this number as follows:		
	Position	*Information*	*Code*
	1	Issuing Office	7 (T.O.)
	2	**Type Route Order** Guaranteed Negotiated Non-negotiated	 T I 3
	3	Transportation Mode	B (truck)
	4 – 9	Sequence Identifier	0000
	10	Military Service	A (Army)
SCAC	The SCAC for the rated carrier.		
Tender / Tariff / Supplement	The carrier's tender or tariff and supplement number used to cost the shipment.		
Effective Date	The date that the tender or tariff becomes effective.		
Expiration Date	The date that the tender or tariff expires.		
Cost Method	The code for the costing method.		
Rate Qualifier	The rate qualifier (and its description) used to cost the line haul portion of the shipment for this carrier.		
Rated Miles	The number of miles between the origin and destination as rated.		
Minimum Charge	If the minimum charge for this tariff was applied, a **Y** appears here, otherwise an **N** appears here.		
Rated Commodity	The commodity classification code as rated for this shipment for this carrier.		
Rated Quantity	Weight (in pounds) used to rate this shipment.		
Costs			
Line Haul	The estimated line haul cost for this shipment by this carrier.		
Service	The estimated cost for accessorial and protective services for this shipment by this carrier.		
Misc	Any miscellaneous costs associated with this shipment.		

Screen Label	Description
Permit	Any permit costs associated with this shipment.
Total	The total estimated cost for this shipment by this carrier.

1.4.6 Changing the Number of Carriers Requested

The system is designed to request a default number of carriers in a routing from the Host. You may alter the number of requested carriers by using the arrow keys to highlight the desired shipment and pressing [C]. The system will prompt you for the desired change. Any number from 3 to 200 is acceptable.

See the chapter on **Local System Utilities**, **Site Configuration** section for details on changing the default number of carriers.

1.4.7 Shipment Utilities

Shipment Utilities are available from the **Ranking List** by pressing [U]. Please see page 1-198 for complete information.

1.4.8 Returning to the Shipment Processing List

Press [X] to exit from the **Ranking List** and return to the **Shipment Processing List**. The currently highlighted shipment will be highlighted on the **Shipment Processing List**.

1.5 Rated Plans List

Press W from the **Shipment Processing List** to begin the carrier award process. The **Rated Plans** screen, shown below, will then be displayed. This screen displays all rated plans for every rated shipment.

```
\CFM                                  RATED PLANS                  00.00.00 - 00:00:00
Sl Sys-ID  Pl  Avail-Dt Md Origin          Destination       Quantity U Cost

 * 4062003  1  94.03.03 B  WELLESLEY      MA LOS ANGELES  CA    25000 P    321
     -->    2  94.03.03 E  WELLESLEY      MA LOS ANGELES  CA    25000 P    435
 * 4069011  1  94.03.10 B  WELLESLEY      MA LOS ANGELES  CA    30000 P   2128
 * 4069014  1  94.03.10 B  WELLESLEY      MA LOS ANGELES  CA    46060 P   7870
 * 4075001  1  94.03.16 B  WELLESLEY      MA LOS ANGELES  CA    12000 P 246871
   4080001  1  94.03.21 B  WELLESLEY      MA LOS ANGELES  CA    15000 P   1394
   4080012  1  94.03.21 B  WELLESLEY      MA LOS ANGELES  CA    65000 P   8245
     -->    2  94.03.21 E  WELLESLEY      MA LOS ANGELES  CA    65000 P      0
   4080014  1  94.03.22 B  WELLESLEY      MA LOS ANGELES  CA      267 P    207

   Carrier    Select    Equipment    BL-layout    Re-Cost    eXit

Display carrier award and equipment list for highlighted routing plan
```

Figure 1-44. Rated Plans screen.

1.5.1 Columns Displayed

The following columns of data are displayed for each routing plan on the **Rated Plans** screen.

Column	Description
Sl (selected)	If an asterisk (*) appears in this column, a carrier has been selected for this plan.
Sys-ID or Local ID	**System ID:** A system-assigned 7-character number that uniquely identifies this shipment to the system. The number is composed of these elements: Position 1 - The last digit of the current year Positions 2-4 - The entry date of the shipment (in julian notation). Positions 5-7 - The sequence number on the day it was entered. **Local ID:** If the Local ID is toggled on, the Local ID field from the Shipment Request is displayed here. The Sys-ID or Local ID field may also contain an arrow that looks like this: –> The arrow indicates this is an additional plan, which has same Sys-ID or Local ID as the plan above.
Pl (plan)	The number assigned to this plan.
Avail Dt.	The date the shipment is available for loading. The date is in the format YY.MM.DD.
Md	The mode code for this plan.
Origin	The city and state of the shipment's origin.
Destination	The city and state of the shipment's final destination.
Quantity	The total quantity for this shipment. Generally in pounds, but may be gallons or barrels.
U (unit of measure)	The unit of measure for total quantity. P Pounds G Gallons B Barrels
Cost	The lowest cost to ship this plan (the cost for the lowest cost carrier is brought forward).

1.5.2 Menu Options

The following menu options are available on the **Rated Plans** screen

Option	Description
Carrier	Accesses the Carrier Award Screen for the highlighted plan.
Select	Selects the highlighted rated plan as the plan to use for moving this freight and bill of lading creation.
Equipment	Displays a list of equipment for each plan for the highlighted shipment.
BL-layout	Displays the BL Layout screen, which allows you to organize equipment onto multiple or individual bills of lading.
Re-Cost	Resets all carrier data and deletes all BL data entered up to this point.
Exit	Returns to the Domestic Shipment Processing screen.

1.5.3 Viewing Rated Carrier Data on the Carrier Award Screen

The **Carrier Award** screen presents you with a list of all the CFM rated carriers for the highlighted plan. The rated carriers are presented in order of least to greatest cost. You must award the shipment to the lowest cost carrier or give a reason for not selecting the lower cost carrier(s). *The system requires a non-use reason or service failure for each lower cost carrier.* In carrier service failures are assigned, the system captures the service failure data for transmittal to the Host and later use in Carrier Performance reports.

To access the **Carrier Award** screen, press C from the **Rated Plans List** screen. The **Carrier Award** screen is shown in Figure 1-42.

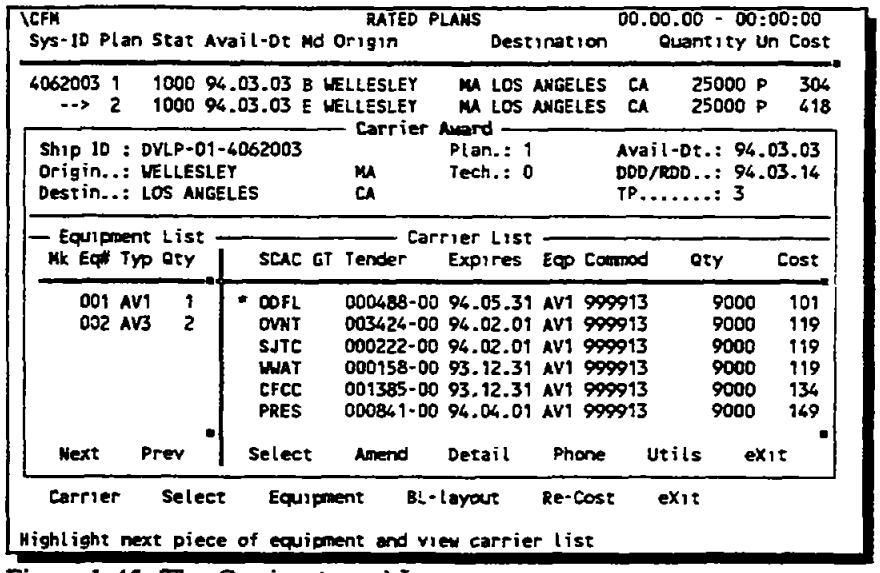


Figure 1-45. The Carrier Award List.

Columns displayed on the **Carrier Award List** are:

Screen Label	Description
	Carrier Award / Shipment Data
Sys-ID	A shipment identifier, consisting of the site number, GBLOC and System ID.
Origin	The city and state of the shipment's origin.
Destin	The city and state of the shipment's final destination.
Plan	The plan number for the carrier award data that you are viewing.
Tech	Area Command technician number, if this was reviewed by a technician.
Avail-Dt.	The date the shipment is available for loading. The date is in the format YY.MM.DD.
DDD/RDD	The desired or required delivery date for this shipment.
TP	The transportation priority for this shipment.

Screen Label	Description
	The Equipment List
Mk	This field can contain one of three codes, or it can be blank. If a carrier has not been awarded, it remains blank. Valid codes are: * = The carrier has been awarded for this piece of equipment. E = Equipment marked for re-evaluation (re-costing) at the Host. A = Equipment marked for amendment (no rated carriers could move the freight) — will be sent back to Host for more carriers. L = Not fully linked. (The Area Command has reorganized the shipment and you may need to re-link units to equipment.) O = Override shipmnet - manually rated.
Eq#	The equipment number for the equipment.
Typ	The equipment type code.
Qty	The number of pieces of this equipment requested.
	The Carrier List
SCAC	The SCAC of the rated carrier.
GT	The Guaranteed Traffic order number, if the shipment is a Guaranteed Traffic rated shipment. If GT Traffic order numbers are used, the shipments are listed by the GT order number rather than the cost. Be aware that the lowest cost carrier may not be at the top of the list if GT traffic numbers are used.
Tender	The tender and supplement number for the rated carrier
Expires	The expiration date of the carrier's tender.
Eqp	The equipment as rated.
Commod	The commodity classification code as rated.
Qty	The total quantity as rated.
Cost	The total estimated cost as rated. An asterisk appears to the right of the cost if the minimum charge was applied.

The ring menu options on the **Equipment / Carrier List** are:

Option	Description
Equipment List	
Next	Highlights the next piece of equipment on the list.
Prev	Highlights the previous piece of equipment on the list.
Carrier List	
Select	Awards the selected equipment to the highlighted rated carrier. If the selected rated carrier is not the lowest cost carrier, the system displays the **Service Failure/Non-Use Reason** screen, from which you must enter reason codes for each lower-cost carrier that was not selected. If there are RINS returned with the shipment, you must review the costed RINS.
Amend	Queries the Host for additional carriers if the T.O has not been able to award the shipment to any rated carrier on the list. You must assign a non-use reason code or a service failure to *all carriers* before sending the shipment back to the Host for additional carriers.
Detail	Displays the detailed rating information about the highlighted rated carrier.
Phone	Displays contact phone numbers for the highlighted rated carrier.
Utils	Displays a list of award utilities, which allow you to create a report, assign service failures, view award history for the day, or show all equipment.
eXit	Returns to the Rated Plans List.

You must select a carrier for each piece of equipment on the plan that you choose. If your plan involves more than one piece of equipment, you will need to find out how many pieces of equipment a particular carrier can provide. If the carrier can provide all equipment, then you will select the same carrier for each piece of equipment. If the carrier cannot provide all the equipment, you will need to select different carriers for the different pieces of equipment, and you will need to create separate bills of lading.

The decisions about what can be combined on a single bill of lading, and what should be printed on individual bills of lading are made during the BL Layout process, described on page 1-116.

1.5.4 Awarding Carriers for Different Pieces of Equipment

To select a carrier for a particular piece of equipment, use the N and P (next and previous) to highlight the desired equipment. Then you can use your ↑ and ↓ keys to highlight the desired carrier. When you have highlighted the correct carrier, press S to select it. If you have selected other than the low-cost carrier, you will be required to enter a service failure/non-use code. See the next section for additional information.

To continue selecting carriers for other equipment, follow the same instructions as in the paragraph above, until you have selected carriers for all equipment.

1.5.4.1 Awarding Grouped Equipment to Different Carriers

If you have requested multiple equipment that are loaded identically (same weight and commodity) the equipment will appear grouped on the **Equipment List** (the **Qty**, or quantity, field contains a number greater than 1). If you must award pieces of equipment to different carriers, highlight the grouped equipment using the (N and P keys), then use the ↑ and ↓ keys to highlight the first carrier that you would like to award. Press S to select the carrier. The screen shown below will then be displayed.

The number of pieces of equipment requested will be shown on the lower right of this window. The only field you can edit is the **Number of Selections** field. Enter the number of pieces of equipment that this carrier will provide, then press Enter. After having awarded part of the equipment to this carrier, the remaining equipment will appear on the **Equipment List** as a group. If necessary, continue to award carriers in the same manner.

1.5.4.2 Awarding Grouped Equipment to One Carrier

If you have requested multiple equipment that are loaded identically (same weight and commodity) the equipment will appear grouped on the **Equipment List** (the **Qty**, or quantity, field contains a number greater than 1). To award the entire group to one carrier, highlight the grouped equipment using the (N and P keys), then use the ↑ and ↓ keys to highlight the carrier that you would like to

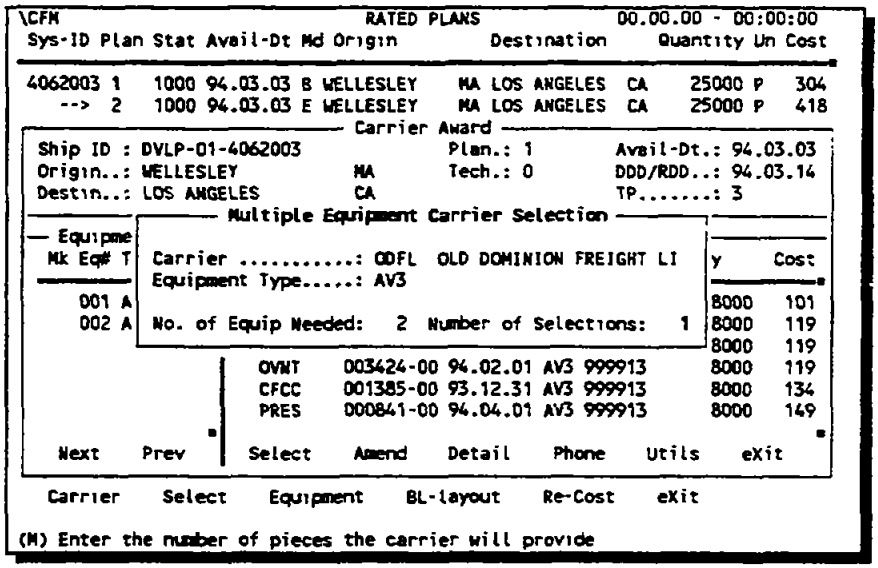


Figure 1-46. Multiple Equipment Carrier Selection Screen.

award. Press [S] to select the carrier. The screen shown in Figure 1-43 will be displayed. To award all pieces of equipment to this carrier, enter the same number in the **Number of Selections** field that appears in the **No. of Equip. Needed** field.

1.5.4.3 Selecting the Non-Low Cost Carrier

If other than the low cost rated carrier is chosen, the **Create Service Failure / Non-Use Reason** window is displayed. A pick list of failure/non-use codes is available by typing [*], a partial code, or inputting an unknown code. You must enter a non-use reason code or failure code for each lower-cost rated carrier that was not selected. If desired, you can enter multiple non-use reasons and/or service failures. These codes are presented on the **Valid Service Failures** window, shown in Figure 1-44.

To assign a non-use or service failure code to a carrier, highlight the reason for not using the lower cost carrier and press [S]. If you assign more than one service failure to a carrier, the notation **MF** (multiple failure) will appear to the left of that carrier's SCAC.

For all of the codes that begin with a letter (service failures), you must enter additional detailed information such as the date the shipment was offered to the carrier, the date of the failure, and a description of the

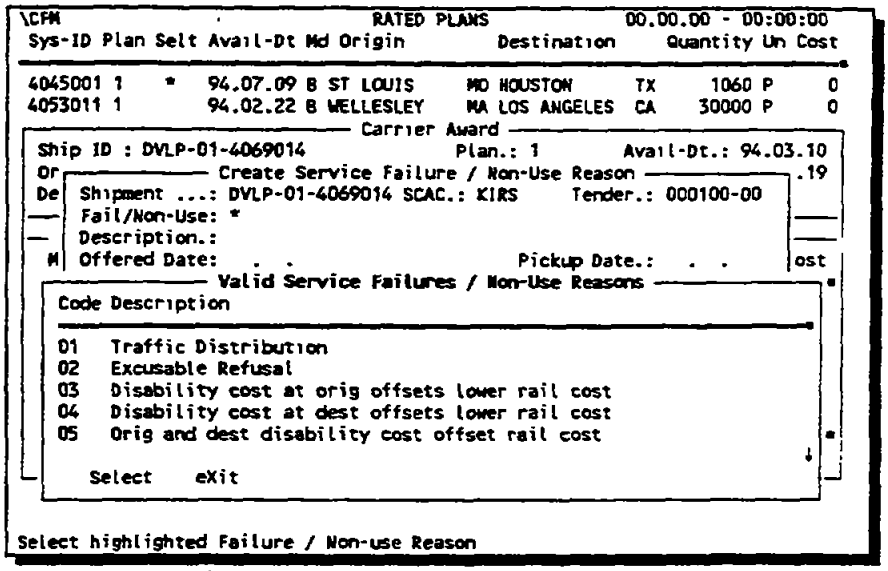


Figure 1-47. Valid Non-Use/Service Failure Codes.

failure including the date and time of carrier contact, who was contacted, and any other details that are relevant. This information will be used in the Carrier Performance program both on the Field Module and on the Host. Numeric codes (non-use) do not require detail data, but you can enter it if you wish.

1.5.5 Asking Host for Additional Carriers

If you have entered service failure reason codes for all the rated carriers on the list for a particular piece of equipment, you can request additional rated carriers from the Host by pressing [A]. The shipment will be marked with an A (Amend), indicating to the system that more rated carriers are needed. The next time the ranking process is executed, the system will contact the Host for additional carriers for this piece of equipment. The additional carriers will appear on the list and you may award the shipment to a carrier on the amended list.

5.6 Viewing Details of a Rated Carrier

To view the details of a rated carrier, use the arrow keys to highlight the desired rated carrier, and press [D].

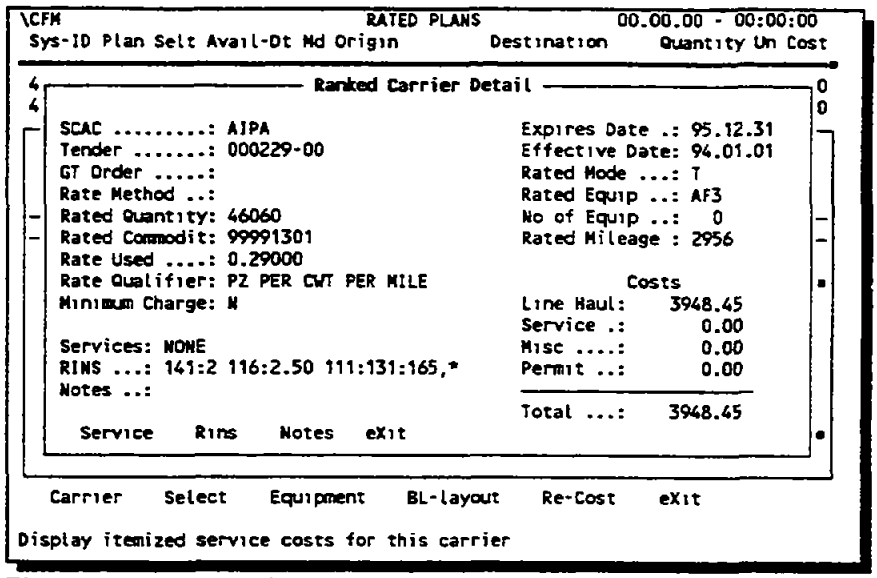


Figure 1-48. Ranked Carrier Detail.

1.5.6.1 Columns Displayed

The **Ranked Carrier Detail** screen displays the following data:

Screen Label	Description
SCAC	The SCAC for the rated carrier.
Tender	The carrier's tender and supplement used to cost the shipment.
GT Order	The Guaranteed Traffic Order Number for the shipment
Rate Method	The price used to rate the shipment (if PM rate was used, this would be rate per mile).
Rated Quantity	Weight (in pounds) used to rate this shipment.
Rated Commodity	The commodity classification code as rated for this shipment for this carrier.
Rate Used	The rate used to cost the line haul portion of the shipment for this carrier.
Rate Qualifier and Description	The rate qualifier (and its description) used to cost the line haul portion of the shipment for this carrier.
Minimum Charge	Indicates whether the carrier's minimum charge was applied or not applied.
Service	Accessorial and protective services rated for this shipment for this carrier.

Screen Label	Description
RINS / RINS parameters	RINs numbers (if any) and associated parameters attached to this shipment. An asterisk shows that there are more than can be displayed.
Notes	Notes and instructions for this shipment.
Expires Date	The date the tender expires.
Effective Date	The effective (start) date of the tender.
Rated Mode	The mode code for this shipment as rated.
Rated Equip	The type of equipment as rated for this shipment for this carrier.
No. of Equip	The number of vehicles as rated for this shipment for this carrier.
Rated Mileage	The mileage used to rate this shipment for this carrier.
Costs	
Line Haul	The estimated line haul cost for this shipment by this carrier.
Service	The estimated cost for accessorial and protective services for this shipment by this carrier.
Misc	Any miscellaneous costs associated with this shipment.
Permit	Any permit costs associated with this shipment.
Total	The total estimated cost for this shipment by this carrier.

1.5.6.2 Menu Options

Option	Description
Service	Displays individual rated services for this shipment.
Rins	Lists RINS associated with this shipment and allows you to look up RINS text.
Notes	Displays notes from the Area Command.
Exit	Returns to Carrier Award List.

1.5.7 Listing Phone Numbers for Rated Carriers

While arranging the shipment with the carriers on the **Carrier Award** screen, you can access a list of telephone numbers stored in the system for each carrier. To view the telephone numbers for a carrier, use the arrow keys to highlight the desired carrier and press H. The system displays all telephone numbers and contact names on file for this carrier. You may add or delete from this list as needed. During the ranking process, the Host sends back phone numbers it has on file for the carrier with each rating. These are stored for future reference.

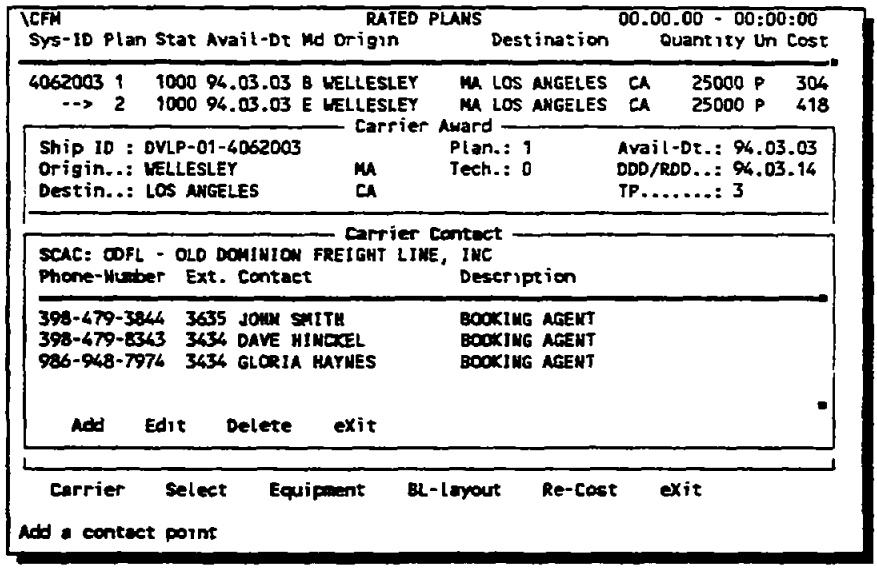


Figure 1-49. Carrier Contact and Phone Numbers screen.

For more information on entering additional phone numbers for carriers, see *Chapter 7 — Reference File Maintenance*, page 7-41.

1.5.8 Award Utilities

The Award Utilities function provides you with the capability to print a carrier report, assign service failures, view award history for the day, and either show all equipment or group it together. Press U from the Carrier Award screen to access the Award Utilities.

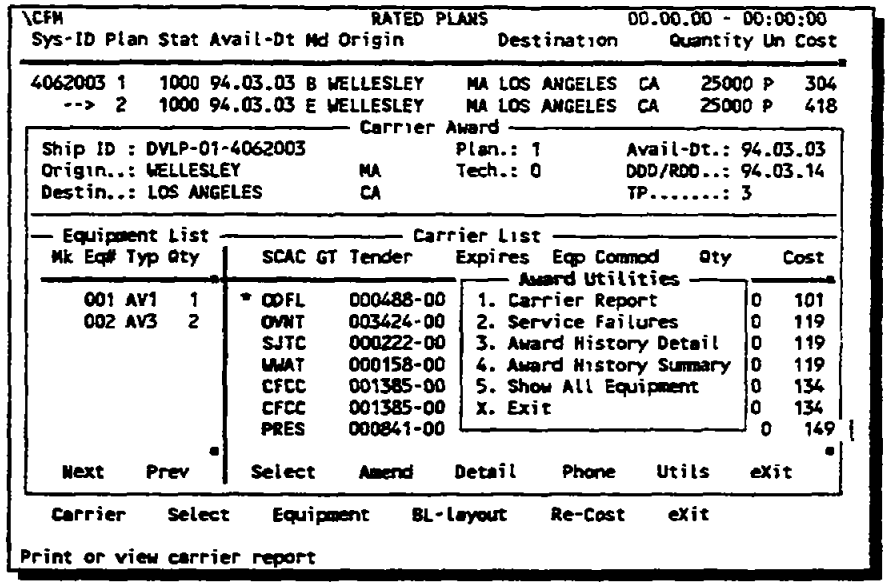


Figure 1-50. Award Utilities.

The following sections describe the Award Utilities options.

1.5.8.1 Creating a Carrier Report

Press 1 from the Award Utilities to create a carrier detail report. This report presents details on all carriers rated for this shipment.

After selecting the Reports option, you will be given a choice of whether to view the report on your screen, print it, or both.

Select 1 to view the report on your screen only.
Select 2 to send the report to the printer.
Select 3 to view it on your screen, and send a copy to the printer.
Select X to exit.

1.5.8.2 Adding or Viewing Service Failures

Press 2 from the Award Utilities to add or view service failures for the highlighted carrier. This screen shows the services failures for the highlighted carrier on the Rated Carrier List screen. Each horizontal row represents one failure.

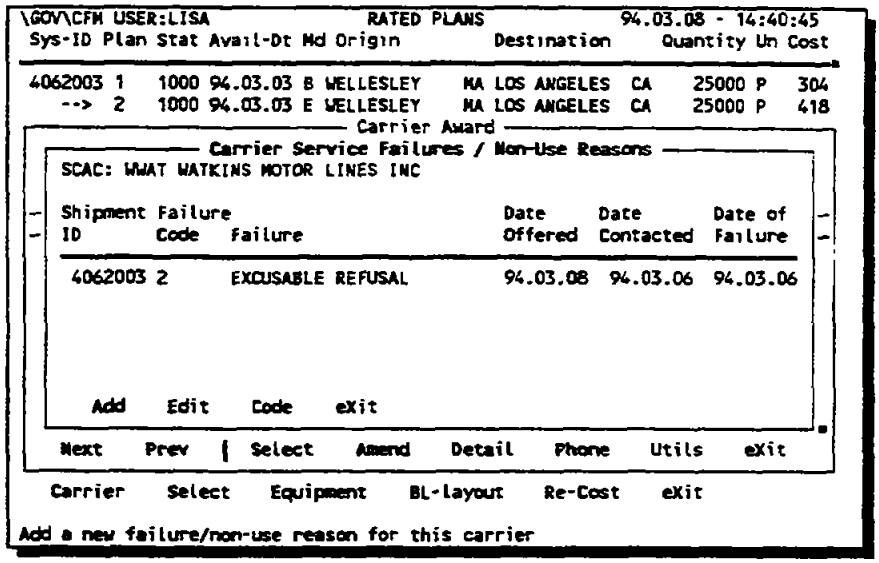


Figure 1-51. Carrier Service Failures / Non-Use Reasons List

1.5.8.2.1 Columns Displayed

Screen Label	Description
SCAC	The SCAC and name for this carrier.
Shipment ID	The shipment ID for the shipment on which the failure occurred.
Failure Code	The code for the failure that occurred.
Failure	The description of the failure.
Date Offered	The date that the shipment was offered to the carrier.
Date Contacted	The date that carrier was contacted about handling this shipment.
Date of Failure	The date that the failure occurred.

1.5.8.2.2 Menu Options

The following menu options are available for Service Failures.

Screen Label	Description
Add	Add a service failure for this carrier.
Edit	Edit the currently highlighted failure record. You can edit a failure record for the *current shipment only*.
Codes	Displays a list of service failure / non-use reason codes.
Exit	Returns to Carrier Award List screen.

1.5.8.2.3 Creating a Service Failure/Non-Use Record

Press [A] to add a service failure record. The screen shown below will be displayed. For all non-use/service failure records created, you will be asked to enter additional detailed information such as the date the shipment was offered to the carrier, the date of the failure, and a detailed description that includes any additional relevant information. This information will be used in the Carrier Performance program both on the Field Module and on the Host.

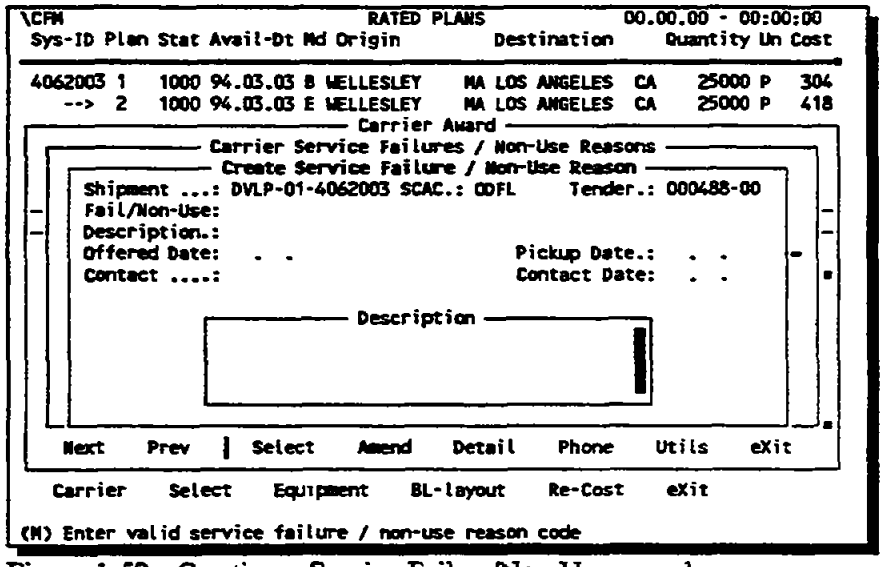


Figure 1-52. Creating a Service Failure/Non-Use record.

Data Elements

Screen Label	Description
Fail/Non-Use	Enter the failure or non-use reason code. Enter an asterisk (*) then press Enter if you would like to select from a pick list of failure/non-use codes
Description	Text description of the failure, if desired.
Offered Date	Date the shipment was offered to this carrier.
Pickup Date	Date that the shipment is to be picked up at the origin point
Contact	Name of the person to contact at the carrier
Contact Date	Date the carrier was contacted about this shipment

1.5.8.3 Creating an Award History Detail Report

Press 4 from the Award Utilities to create an Award History Detail report. This report presents detailed information about all carrier award actions for the current day.

After selecting the Reports option, you will be given a choice of whether to view the report on your screen, print it, or both.

Select 1 to view the report on your screen only.
Select 2 to send the report to the printer.
Select 3 to view it on your screen, and send a copy to the printer.
Select X to exit.

1.5.8.4 Creating an Award History Summary Report

Press 4 from the Award Utilities to create an Award History Summary report. This report presents a summary of all carrier award actions for the current day.

After selecting the Reports option, you will be given a choice of whether to view the report on your screen, print it, or both.

Select 1 to view the report on your screen only.
Select 2 to send the report to the printer.

Select [3] to view it on your screen, and send a copy to the printer.

Select [X] to exit.

1.5.8.5 Show All Equipment / Group Equipment

Press [5] to show all equipment or to group all equipment. This function works as a toggle — if all equipment is currently displayed, the option becomes **Group Equipment**. If the equipment is currently grouped, the option becomes **Show All Equipment**.

1.5.9 Viewing Equipment

To view all equipment requested for this shipment under all plans, press [E]. The screen shown in Figure 1-50 will then be displayed.

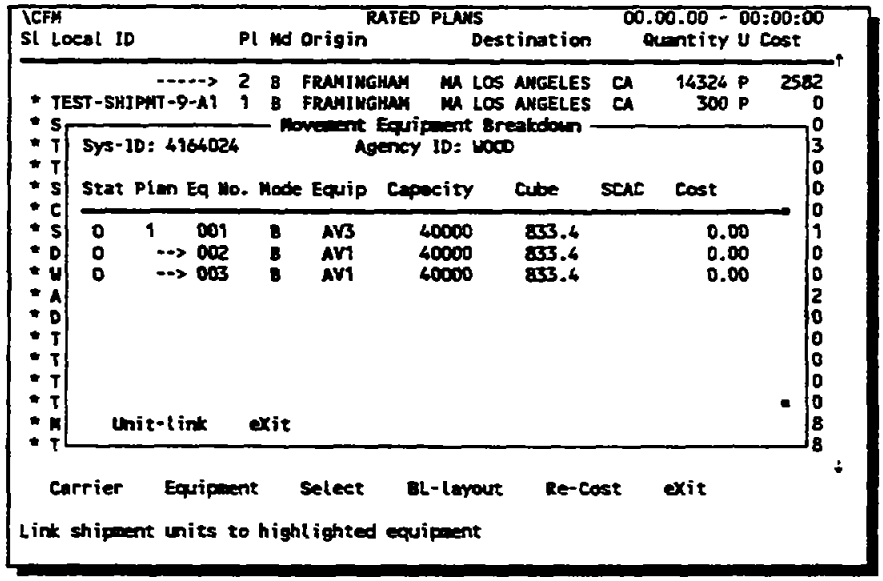


Figure 1-53. Movement Equipment Breakdown.

Screen Label	Description
Sys-ID	A system identifier for the shipment. (The julian date followed by a sequence number.)
Agency ID	A local identifier for your site.

Screen Label	Description
Stat	The status of the equipment: * = Awarded O = Override shipment A = Amendment E = Re-evaluation L = Not fully linked (Area Command has Reorganized the shipment and you may need to re-link the units to the equipment.)
Plan	The plan number for the carrier award data that you are viewing. If an arrow such as this. --> is displayed, this represents additional equipment under the plan above.
Eq No.	The equipment number for the equipment.
Mode	The movement mode for this piece of equipment
Equip	The equipment type code for this equipment.
Quantity	The total quantity as rated.
Cube	The total cubic feet as rated.
SCAC	The Standard Carrier Alpha Code for the selected carrier for this equipment (if any has been selected).
Cost	The rated cost for the equipment.

1.5.10 Selecting a Plan

To select the plan you would like to use to move your shipment, highlight the desired plan and press [S] from the **Rated Plans** screen.

1.5.11 Selecting a Bill of Lading Layout

After you have awarded carriers to each piece or group of equipment, you must decide how to create your bills of lading. If you have identical multiple vehicles being provided by one carrier, it is possible to create a single GBL for the entire movement. It is also possible to create one GBL for each vehicle. The Bill of Lading Layout function is used to create these different scenarios.

The Bill of Lading Layout function is also used to enter carrier data if you are processing an override shipment.

Press [B] to begin creating your bill of lading layout. The screen shown in Figure 1-51 will then be displayed.

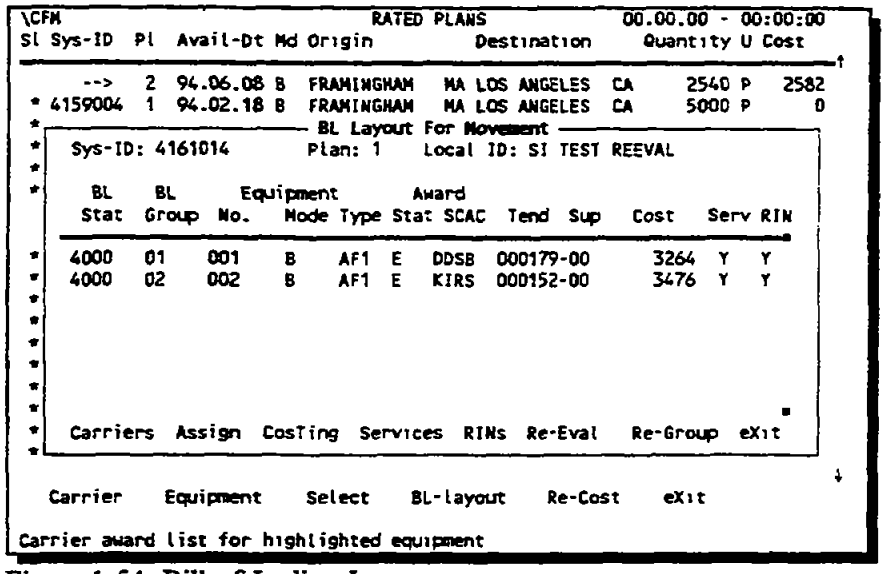


Figure 1-54. Bill of Lading Layout.

1.5.11.1 Columns Displayed

The following table describes the columns displayed on the **BL Layout** screen. Each row represents a piece of equipment.

Screen Label	Description
BL Stat	The status code of each equipment in the shipment. This will usually be at the 4000 level.
BL Group	The bill of lading that this piece of equipment will appear on. The system assigns numbers beginning with **01**, and moves up sequentially from there.
Equip No.	The number of the piece of equipment.
Mode	The movement mode code.
Equip Type	The equipment type code.
Award Stat.	Indicates the carrier award status of the equipment: * Awarded to a carrier A Amended - sent back to host for more carriers E Re-Evaluated - equipment was re-costed at host. L Not fully linked (Area command has reorganized the shipment and you may need to re-link units to equipment.) O Override shipment - manually rated.
SCAC	The SCAC for the carrier assigned to the piece of equipment.

Screen Label	Description
Tend / Sup	The tender and supplement number under which the equipment moves.
Cost	The estimated cost to ship the piece of equipment.
Serv	A Y indicates that accessorial or protective services have been requested for this vehicle.
RIN	A Y indicates that RINs have been assigned to this vehicle.

1.5.11.2 Menu Options

Option	Description
Carriers	Displays the Carrier Award screen, from which you can assign a different carrier.
Assign	Assigns the highlighted piece of equipment to a new bill of lading.
CosTing	Displays the Equipment Costing screen, which shows all costing detail for the highlighted equipment. *If this is an override shipment, this screen will be displayed in edit mode and you can enter your carrier data here.*
Services	Displays the Services screen, which shows all services requested and their costing for the highlighted equipment. *If this is an override shipment, you may add services from this screen.*
RINS	Displays the RINS Maintenance screen, which displays all RINS assigned for the highlighted equipment. *If this is an override shipment, you may add RINS from this screen.*
Re-Eval	Sets the highlighted equipment for re-sending to the host to be rated and ranked again.
Re-Group	Re-groups shipment sub-units.
eXit	Returns to the Rated Plans screen.

1.5.11.3 Viewing Rated Carriers

Press C to view the **Carrier List** screen (Figure 1-52). The carrier list for the highlighted equipment will be displayed. By this time, a carrier should have been awarded for each piece of equipment in the plan. However, you may change the awarded carrier for selected equipment from this screen by highlighting a different carrier and

pressing S to select. You will be prompted to enter a Service Failure or Non-Use Reason code for each lower cost carrier. (See page 1-106 for information on selecting the non-low cost carrier.)

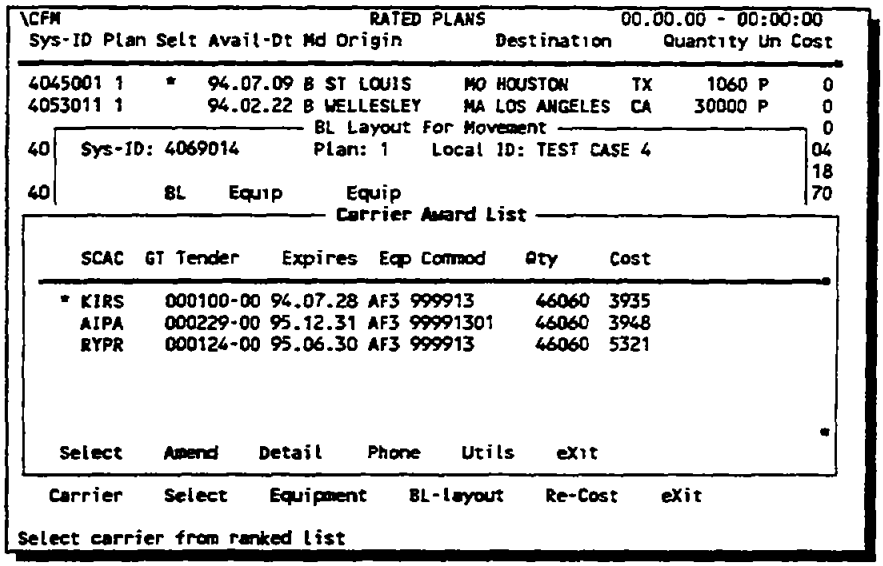


Figure 1-55. The Carrier List.

See Section 1.5.3 on page 1-101 for complete information on the menu options on the **Carrier List** screen.

1.5.11.4 Assigning Equipment to a Different BL Group

The **Assign** function allows you to control how many pieces of equipment appear on one bill of lading. A single bill of lading can be created for multiple equipment if the equipment is:

- Identical equipment
- Identically loaded
- Provided by the same carrier
- Moving under the same tariff

However, if you choose, you may separate these onto different bills of lading. This would mean assigning the equipment to different "BL Groups." Each "BL Group" represents a separate bill of lading.

If you have multiple equipment that meet the criteria above, it is likely that they are already assigned to the same BL group on the BL Layout screen. In this case, you need not do anything if you wanted them on the same bill of lading. However, if you would like to print separate

bills for each piece of equipment, you will assign them to different BL Groups.

To place a piece of equipment in a different BL group, highlight the desired equipment, and press [A]. The screen shown in Figure 1-53 will then be displayed. To assign a piece of equipment to a new group, simply enter the next available BL Group number. For example, if there are two BL groups displayed, enter 03 and press [Enter]. A warning will be displayed, indicating that this equipment will be moved to the specified bill of lading. Highlight <OK> to proceed or <Cancel> to abandon the change of BL groups.

If the equipment does not match the BL's other equipment, an error will be displayed, and you will not be able to move the equipment to the new BL group.

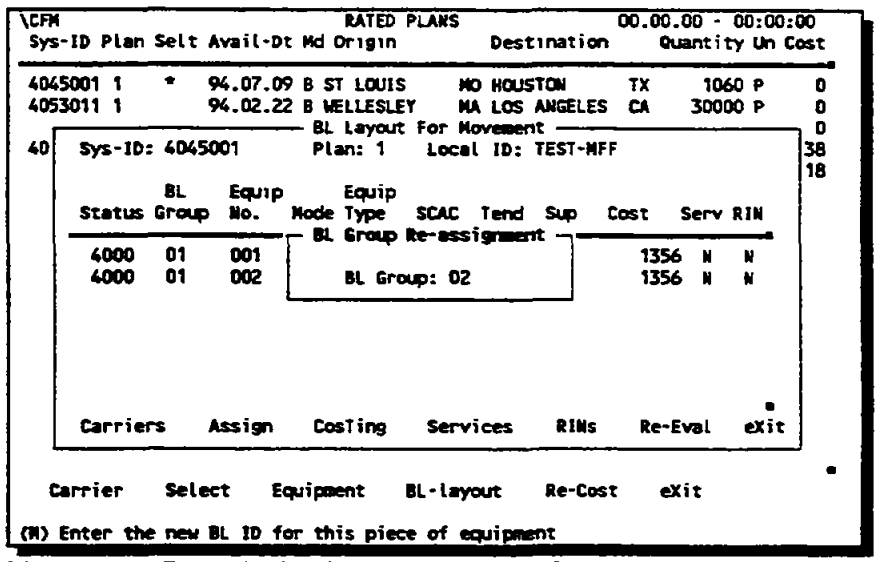


Figure 1-56. Re-assigning Equipment to BL Groups.

After choosing a new BL group, the equipment will be displayed on the BL Layout screen with the new BL group displayed in the appropriate column.

1.5.11.5 Viewing the Costing Data for Equipment

To view the costing data for a piece of equipment, highlight the desired equipment, and press [T] from the **BL Layout for Movement**

screen. The **Equipment Costing** screen, shown in Figure 1-54, will then be displayed.

You may see a message indicating that you cannot edit information until all carriers returned from host have been reviewed. This means that if you have rejected all rated carriers from the host (using the Carriers option), these fields will be displayed in edit mode, and you can enter rated carrier data for this equipment. This screen is also displayed in edit mode if you are processing an override shipment

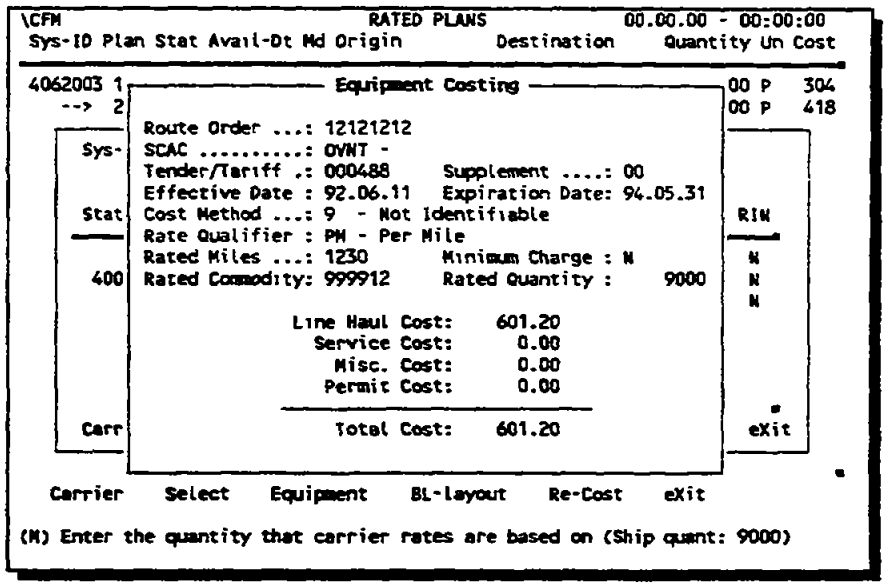


Figure 1-57. Equipment Costing Screen.

1.5.11.6 Fields Displayed

The **Equipment Costing** screen displays the following data:

Screen Label	Description		
Route Order	The route order number for this equipment. Enter this number as follows:		
	Position	*Information*	*Code*
	1	Issuing Office	7 (T.O.)
	2	**Type Route Order** Guaranteed Negotiated Non-negotiated	 T I 3
	3	Transportation Mode	B (truck)

Screen Label	Description		
	4 – 9	Sequence Identifier	0000
	10	Military Service	A (Army)
SCAC	The SCAC for the rated carrier.		
Tender / Tariff / Supplement	The carrier's tender or tariff and supplement number used to cost the shipment.		
Effective Date	The date that the tender or tariff becomes effective.		
Expiration Date	The date that the tender or tariff expires.		
Cost Method	The code for the costing method.		
Rate Qualifier	The rate qualifier (and its description) used to cost the line haul portion of the shipment for this carrier.		
Rated Miles	The number of miles between the origin and destination as rated.		
Minimum Charge	If the minimum charge for this tariff was applied, a **Y** appears here, otherwise an **N** appears here.		
Rated Commodity	The commodity classification code as rated for this shipment for this carrier.		
Rated Quantity	Weight (in pounds) used to rate this shipment.		
Costs			
Line Haul	The estimated line haul cost for this shipment by this carrier.		
Service	The estimated cost for accessorial and protective services for this shipment by this carrier.		
Misc	Any miscellaneous costs associated with this shipment.		
Permit	Any permit costs associated with this shipment.		
Total	The total estimated cost for this shipment by this carrier.		

1.5.11.7 Viewing Services

To view the rated services for a piece of equipment, highlight the desired equipment, and press [S] from the **BL Layout for Movement** screen. The **Shipment Rated Services** screen, shown in Figure 1-54, will then be displayed.

If you are processing an override shipment, you can add services from this screen.

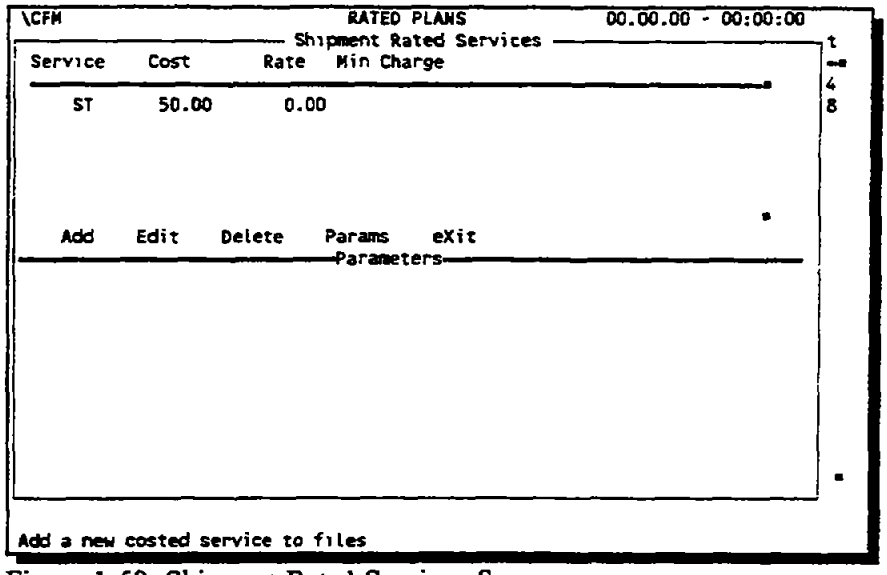


Figure 1-58. Shipment Rated Services Screen

1.5.11.7.1 Columns Displayed

The following table describes the columns displayed on the **Shipment Rated Services** screen.

Screen Label	Description
Service	The 2-character accessorial or protective service code.
Cost	The cost, if this service is costed by a flat rate.
Rate	The rate, if this service is costed by a per mile or hourly rate.
Min Charge	The minimum charge applied for this service.
Parameters	If there are parameters for this service, they are displayed in the bottom half of the screen.

1.5.11.7.2 Menu Options

The following table describes the menu options on the **Shipment Rated Services** screen.

Option	Description
Add	*If this is an override shipment,* adds services to this piece of equipment.
Edit	Edits the highlighted service.

Option	Description
Delete	Deletes the highlighted service.
Params	Displays the parameters for the highlighted service.
eXit	Returns to the BL Layout for Movement screen.

1.5.11.8 Viewing RINS

This menu option allows you to view RINs text, and to edit RINs parameters. If the shipment is an override shipment, you can also add and delete RINs.

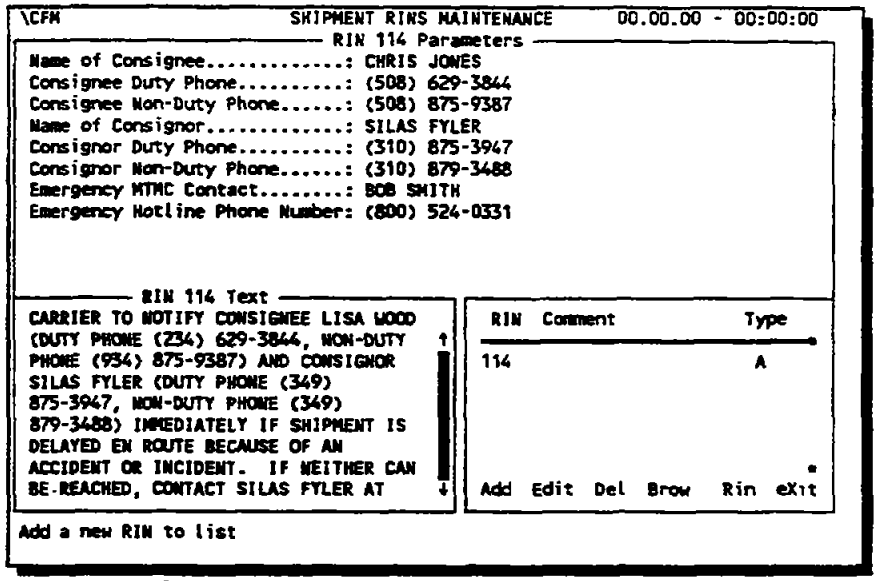


Figure 1-59. RIN Parameter Maintenance. (Override Shipment)

1.5.11.8.1 Shipment RINs Parameters Maintenance

Parameters (if any) are displayed in the upper portion of the screen. To edit a RINs parameter, use the menu options described below.

Menu Options

Option	Description
Add	*This option available for override shipments only.* Add a standard RIN to this shipment.

Option	Description
Edit	Edit the RINS parameters. Places the cursor in the top portion of the screen, ready to edit contact and consignee names and phone numbers. Enter names and phone numbers here.
Delete	*This option available for override shipments only.* Delete a standard RIN from this shipment.
Browse	Places the cursor in the RINs text window and allows you to browse through the text. Press Esc to exit from this window.
Rin	Pressing R displays the RINs numbers and their associated explanations. The RIN you had selected in the main window will be highlighted in the RINS list.
Exit	Returns to the BL Layout for Movement screen.

1.5.11.9 Re-Evaluation

The **Re-Eval** menu option allows you to set a particular BL for cost re-evaluation at the Host. Highlight the BL for which you would like updated costing information, and press E to execute the **Re-Eval** option. The **Award Status** field will be updated to show an E, indicating that this BL will be sent back to the Host for re-evaluation.

1.5.12 Re-Costing a Shipment

Press R for ReCost from the Rated Plans screen to send the shipment back to the host to for re-costing. This is necessary if the costing information is out of date, or shipment data has been changed. You will be prompted whether you would like to send the shipment back to the Host. Pressing C changes the status code back to 2000; the shipment is ready to be sent back to the Host.

1.6 BL Maintenance List

Press B from the shipment processing list to access the **BL Maintenance List**. The **BL Maintenance List** displays a list of all shipments in the system for which a carrier has been awarded. you have overridden the CFM Host routing process, or a BL has been printed. From this list, you can edit the shipment data prior to printing a BL, print the BL in either draft, memorandum, or final form, enter BL Correction Notices, close out or cancel a BL, or send the BL data to the Host. The **BL Maintenance List** displays the same columns of data as the **Shipment Processing List** with the exception that the **Quantity Unit** column has been replaced by a **BL** column.

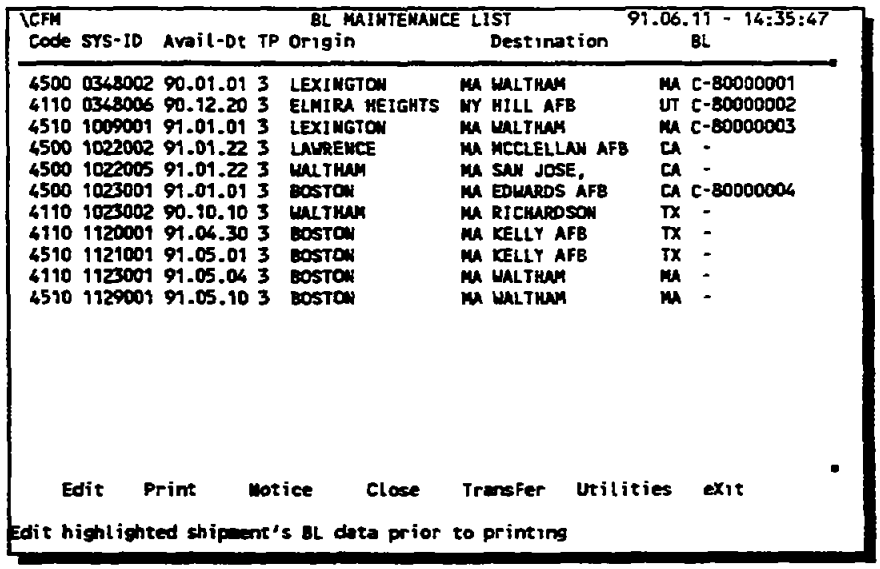


Figure 1-60. BL Maintenance List screen.

1.6.1 Menu Options

The menu options on the **BL Maintenance List** are:

Option	Description
Edit	Edits the data on the BL Form.

Option	Description
Print	Displays Print sub-menu where you can choose to print: Draft Copy of the BL BL Standard Copy Memorandum Copy of the BL BL Correction Notice Signature & Tally (front) Signature & Tally (back) Terms and Conditions for the BL
Notice	Prepares BL Correction Notices (Correction Notices are used to make changes to a BL *after it has been printed.*)
Close	Closes or cancels a BL.
Transfer	Begins transfer of the bill of lading data to the Host.
Utilities	Displays a menu of utility functions that allows you to: 1. Review the processing history of the currently highlighted shipment. 2. View errors found in the shipment data by the system. 3. Copy the data from the currently highlighted shipment to a create a new shipment. 4. Obtain a more detailed view of the currently highlighted shipment. 5. Search and sort the current list by user selected criteria. 6. Lists all the status codes used by the system along with a short description of each. 7. Toggles between System ID and Local ID on all shipment lists. 8. Produces a report that lists all shipments in the system. This report lists the shipment status and tasks remaining for each shipment. 9. Assign a BL number to a shipment. A. Add or edit shipping instructions. B. Prepare shipments not completely processed by CFM for archiving.

You must edit every BL before attempting to print it to ensure that all data is entered and formatted correctly.

1.6.2 Editing the BL

To edit the BL data before printing, use the arrow keys to highlight the desired shipment and press E. The system informs you it is loading the data for the highlighted shipment. The first screen of the BL will then be displayed. The BL form is displayed on 5 screens, each of which displays a part of the BL Cover Sheet. This is because the entire form will not fit on the screen at one time. If required, a BL Continuation Sheet is created to hold data that will not fit on the printed BL.

1.6.2.1 Menu Options Available on All Screens of the BL

After accessing the Edit BL function, the ring menu options listed in the table below are available. These options are available on **all five** screens of the BL.

Option	Description
Next	Moves to the next screen of the BL Cover Sheet.
Prev	Moves to the previous screen of the BL Cover Sheet.
Block	Prompts for the block number on the BL Cover Sheet that you wish to edit. There is a pick list of valid BL Blocks available if partial or unknown block numbers are entered. The system will move to the BL Cover Sheet screen containing the desired block and display the appropriate screen for changing the data in that block. On leaving the edit window for that block, the system automatically reformats the BL so you can view the effect of the changes. See the sections below for more detailed information on editing the individual blocks.
Shift	Shifts the screen display left or right to view the complete form. The screen shifts back and forth as you press S.
Contin	View the formatted BL Continuation Sheet by pressing C. You can move back and forth through the formatted BL Continuation Sheet, then return to the original BL Continuation Sheet.
Rins	Allows you to review rated RINS or to add RINS for override shipments. Press R to activate this function.
Desc	Enter text that prints first in the **Description of Articles** block of the BL Cover Sheet, edit HazMat Certification text, or edit Emergency Phone Contacts by pressing D.

Option	Description
View	Displays any errors that the system encountered when reviewing the shipment. Press V to activate this function.
Exit	Reviews the BL data for errors and saves the BL data.

1.6.2.2 Moving through the BL Screens

Use the N and P keys to move to the next screen and the previous screen of the BL, respectively.

1.6.2.3 Editing a Block of the BL

To edit a block on the BL, press B to access the **Block** menu option. You will be prompted for the block to edit. Enter the block number that you wish to edit, and press Enter. There is a pick list of valid BL Blocks available if partial or unknown block numbers are entered. The system will display the appropriate screen from which you may correct the selected block. The screen varies, depending on which information you wish to edit. On leaving the edit window for that block, the system automatically reformats the BL so you can view the effect of the changes.

1.6.2.4 Screen 1 of the BL

Screen 1 of the BL is the first screen displayed when you choose to edit the BL. Blocks 1-11 are displayed on screen 1.

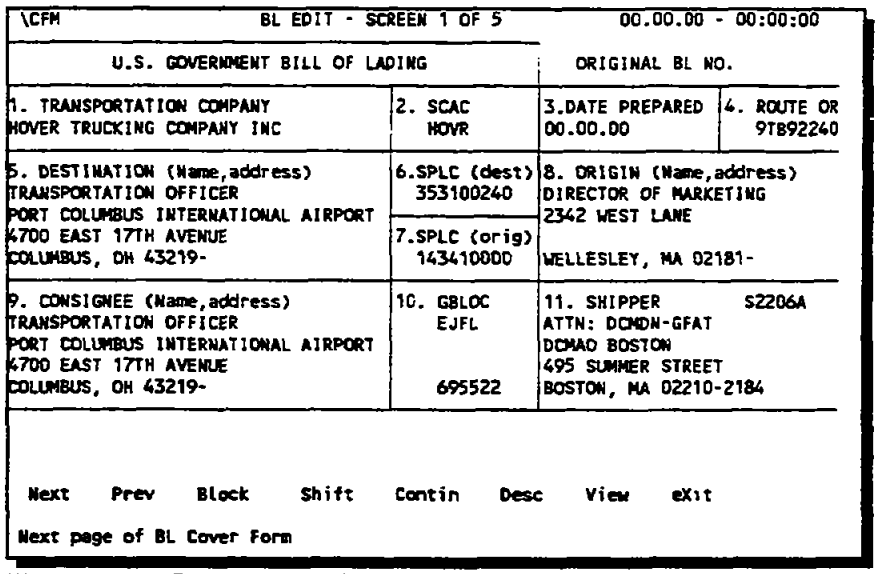


Figure 1-61. First screen of BL.

The table below lists the BL blocks displayed on Screen 1 of the BL Cover Sheet. The table also lists the screen displayed when you choose to edit this block.

BL Block and Contents	Screen Displayed to Edit	How to Edit
0. DTTS Shipment	A small DTTS pop-up window.	Enter a Y if this is a DTTS (Defense Transportation Tracking System) shipment.

BL Block and Contents	Screen Displayed to Edit	How to Edit
1. Carrier Name **2. Carrier SCAC** (Other carrier data can also be accessed through these blocks, such as costing data.)	**For Host rated shipments** BL Layout for Movement, then Carrier List screen. (See Figures 1-59 and 1-60.)	If Host rated, select Carriers from the BL Layout for Movement screen, then re-award the shipment from the Carrier List screen (Highlight another carrier and press S to select.) If all carriers have been given a non-use or service failure code, you can choose to edit the Carrier Data, and this will become an override shipment (see below).
	For override shipments BL Layout for Movement, then Equipment Costing screen. (See Figures 1-59 and 1-61.)	If override shipment, select **Costing** from the BL Layout for Movement screen, and enter a valid SCAC for the carrier. (See pages 1-96 and 1-120 for complete information on entering carrier data.)
3. B/L Preparation Date	This block cannot be edited — it contains system assigned data.	N/A

BL Block and Contents	Screen Displayed to Edit	How to Edit
4. Route Order Number	**If Host rated shipment,** BL Layout for Movement screen (Figure 1-59) and/or Carrier List screen. (Figure 1-60)	If Host rated, you cannot change the route order number unless you select a different carrier. If you would like to do so, select C from the BL Layout for Movement screen, and select a different carrier.
	If override shipment, BL Layout for Movement screen, then Equipment Costing screen. (See Figures 1-59 and 1-61.)	If override shipment, select **Costing** from the BL Layout for Movement screen, then edit the Route Order field. See pages 1-96 and 1-120 for more complete information on creating the route order number.
5. Destination Address **6. Destination SPLC** **7. Origin SPLC**	Address Entry screen if **Host rated shipment.** (See Figure 1-62.)	Only blocks 9, 10, and 11 can be changed. Tab to the field you wish to change, make your change, and press Enter. You cannot change the Origin or Destination City, State, and SPLC.
8. Origin Address **9. Consignee Address** **10. Consignee GBLOC** **11. Shipper Address**	A small Address Code pop-up window if **override shipment.**	Enter address code for origin or destination. If invalid or partial entry, a pick list of valid codes is displayed.

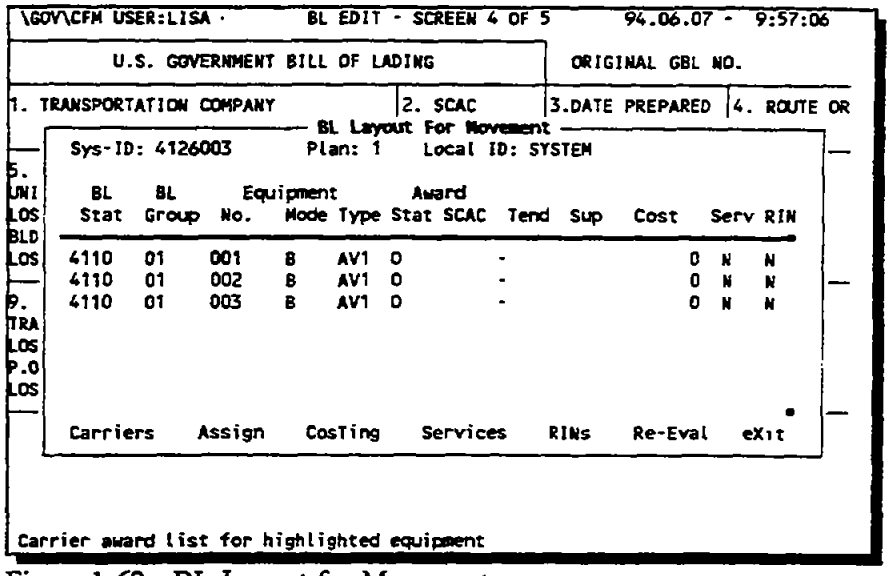


Figure 1-62. BL Layout for Movement screen

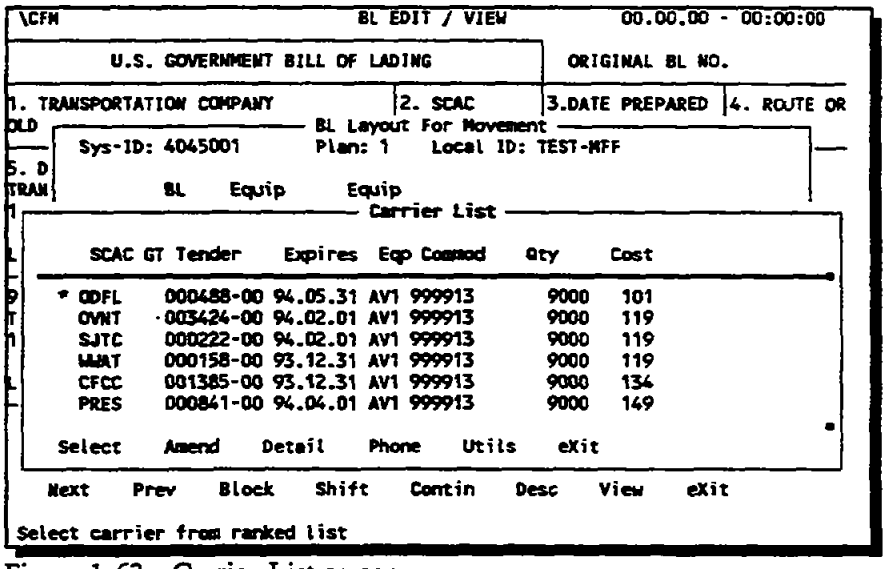


Figure 1-63. Carrier List screen.

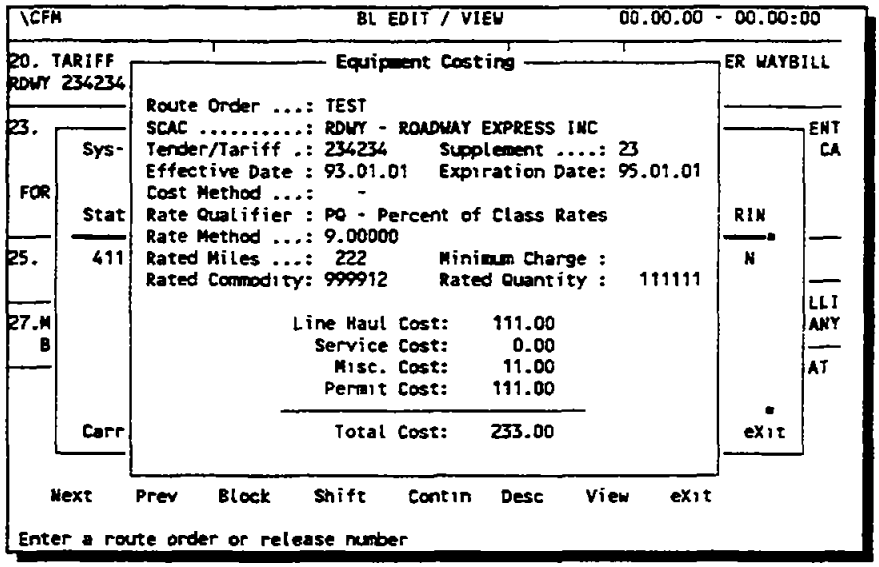


Figure 1-64. Equipment Costing screen.

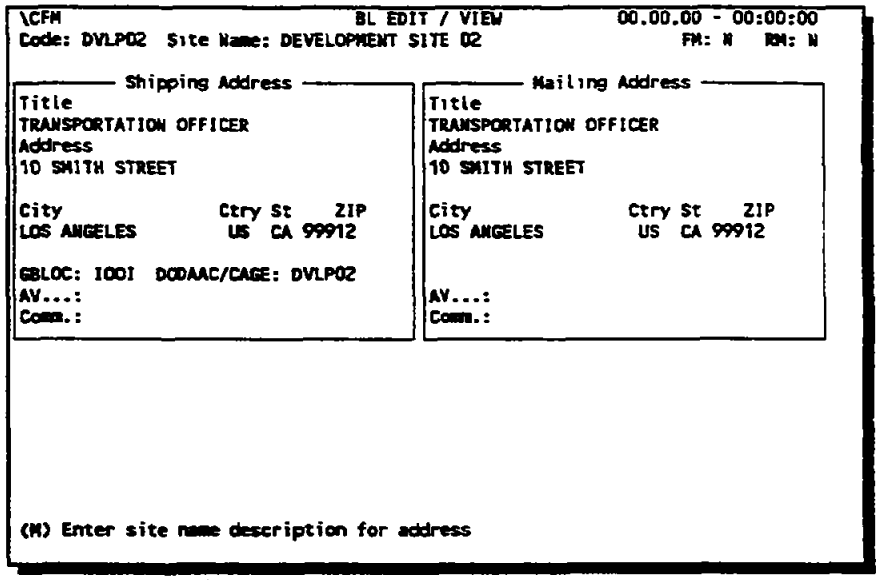


Figure 1-65. Address Entry Screen.

1.6.2.4.1 Viewing Rins

To view RINs text, and to edit RINs parameters, edit block 2 of the BL, then press R to select the RINs option. If the shipment is an override shipment, you can add and delete RINs.

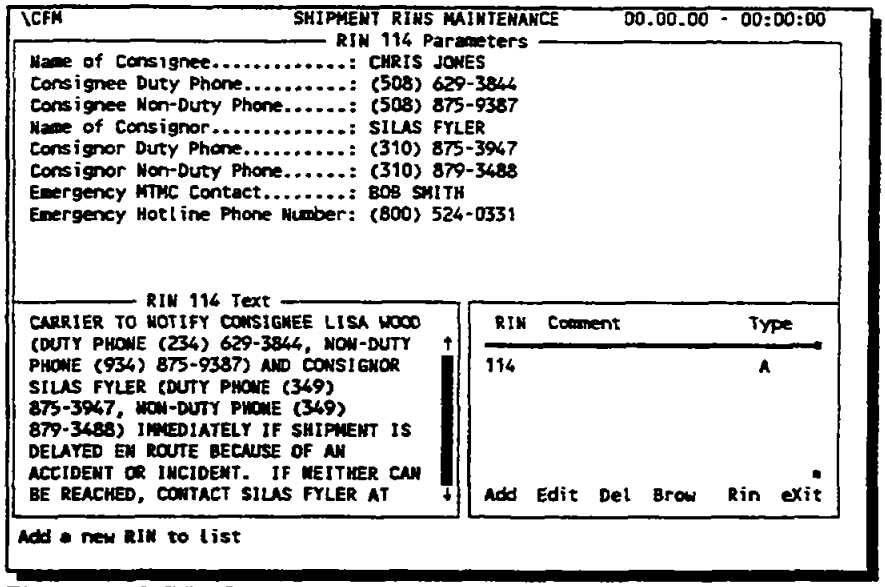


Figure 1-66. RIN Parameter Maintenance. (Override Shipment)

Shipment RINs Parameters Maintenance

Parameters (if any) are displayed in the upper portion of the screen. To edit a RINs parameter, use the menu options described below.

Menu Options

Option	Description
Add	*This option available for override shipments only.* Add a standard RIN to this shipment.
Edit	Edit the RINS parameters. Places the cursor in the top portion of the screen, ready to edit contact and consignee names and phone numbers. Enter names and phone numbers here.
Delete	*This option available for override shipments only.* Delete a standard RIN from this shipment.
Browse	Places the cursor in the RINs text window and allows you to browse through the text. Press Esc to exit from this window.

Option	Description
Rins	Pressing R displays the RINs numbers and their associated explanations The RIN you had selected in the main window will be highlighted in the RINS list
Exit	Returns to the BL Cover Sheet.

1.6.2.5 Screen 2 of the BL

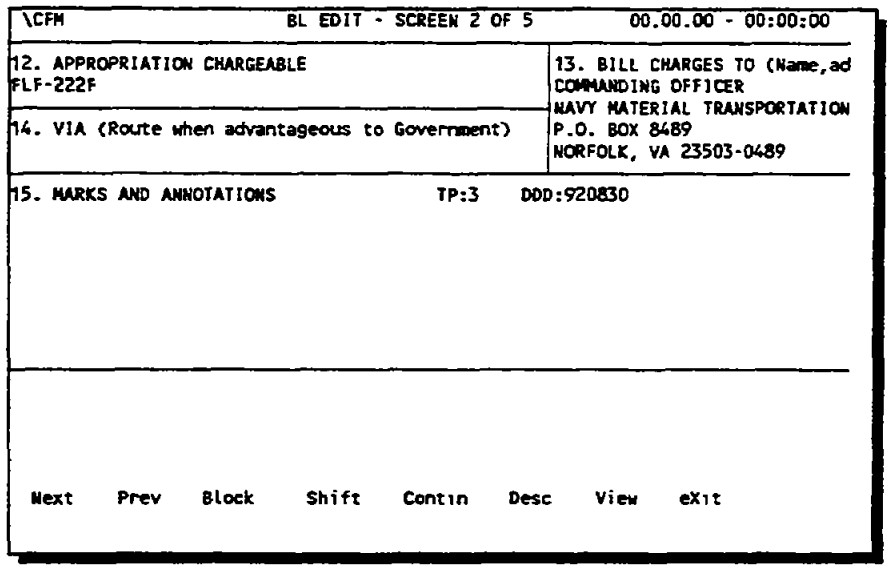


Figure 1-67. Second Screen of the BL.

Screen 2 of the BL contains Blocks 12-15C. The following table lists the blocks, their contents and the screen displayed when you choose to edit one of these blocks.

BL Block and Contents	Screen Displayed to Edit	How to Edit
12. Appropriation Number **13. Billing Office Address**	Shipment Units List screen, then the Shipment Unit Entry screen. (See Figure 1-65.)	Highlight the *highest weight shipment unit* for this shipment, then press E. Move to the Fund Cite Code field. Type a different code, then press Page Down. A pick list is available for unknown or partial entries.
14. Via	Via Sequence Window (See Figure 1-66.)	Press A to add, then enter sequence number, SPLC, and SCAC for each Via record you wish to create.
15A. Marks and Annotations	Marks and Annotations window. (See Figure 1-67.)	Type desired text, then press Tab to save.

BL Block and Contents	Screen Displayed to Edit	How to Edit
15B. Transportation Priority	A small TP pop-up window.	Type new Transportation Priority; press Enter.
15C. Desired Delivery Date	A small Desired Delivery Date pop-up window.	Type new Desired Delivery Date; press Enter.

```
\GOV\CFM USER:M                BL EDIT / VIEW              00.00.00 - 00:00:00
                          Shipment Unit Entry
TCN........: TEST02........XXX
Origin.....: S2605A  DCMAO ST. LOUIS                          POE:
Destination: L70118  SANDIA NATIONAL LABORATORY               POD:
Requisition:                    TP: 3  Avail: 94.02.01        DDD: 94.02.05

Commodity..: 999912          Rail Commodity: U          HazMat.......: N
NSN........:    -  -  -                                 Security Risk:
Description:                                           DODIC....:

Packages...:     20   Type: BX     Total Qty:      500      UOM: P
     Length:    0    Width:    0      Height:    0     Tot Cube:    4455.0

       Proj:          VIN:                                  Bumper:
 Appropriation
 Code: 6A       212203165XX P1XXX-2215 S11173                 Bill Off: W53QRD

 Packaging                    Contract
 Pallet....:    0             Contract:
 Dunnage...:    0             D.O.....:              Dated...:    .  .
 Skid......:    0             FOB.....:

(M) Enter origin address code for this shipment unit
```

Figure 1-68. Shipment Unit Entry screen.

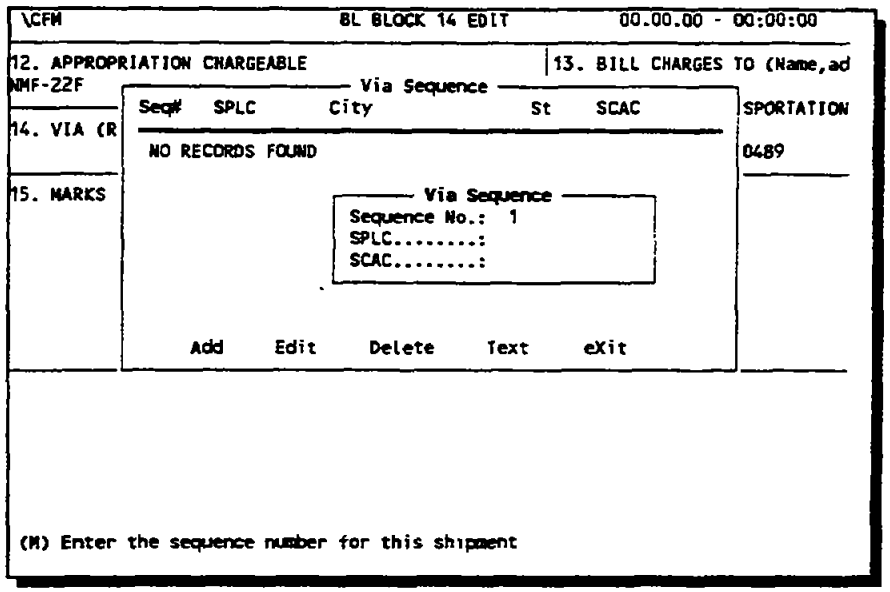


Figure 1-69. Via Sequence window.

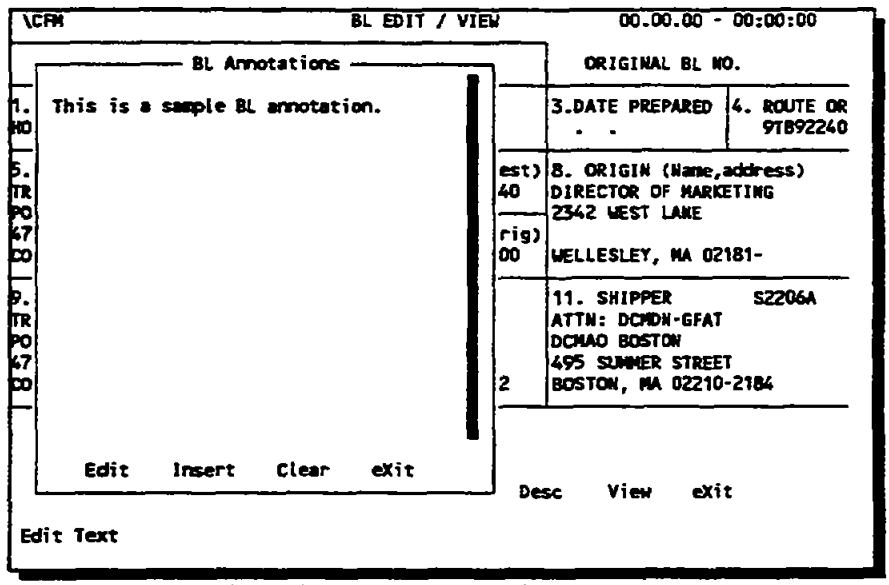


Figure 1-70. Marks and Annotations window.

1.6.2.6 Screen 3 of the BL

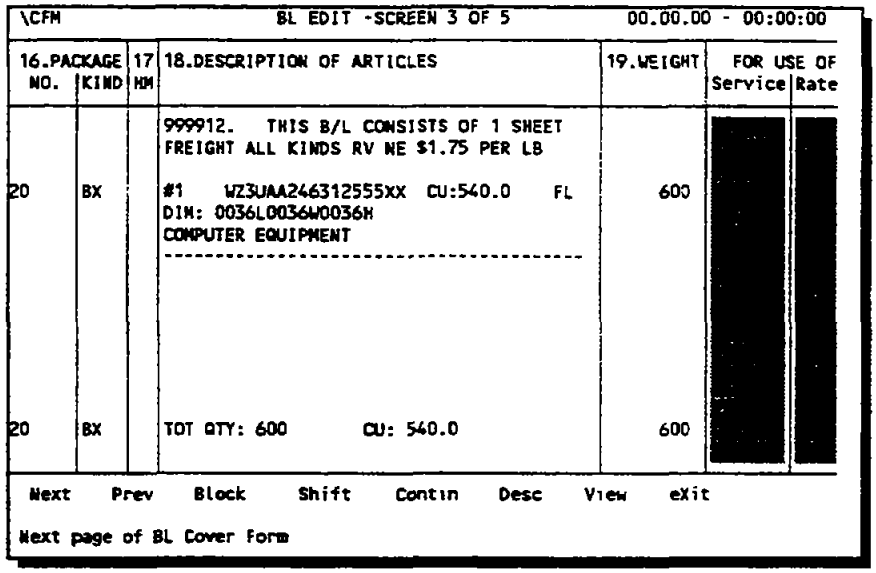


Figure 1-71. Third screen of BL.

Screen 3 of the BL contains blocks 16-19. These Blocks of the BL Cover Sheet are all formatted from data in the Shipment Units screen. To edit the shipment unit data, edit Blocks 16, 17, 18, or 19 on the BL Cover Sheet.

BL Block	Screen Displayed to Edit	How to Edit
16. Number of Packages	Shipment Units screen, then Shipment Unit Entry screen (Figure 1-65) or Shipment Units screen, then Container Seals window (Figure 1-69).	Highlight shipment unit to edit, press E, then move to the Packages field. Type a different number, then press Enter. Press Page Down to finish and save. If a the container type for a shipment unit is MSCVAN, CONEX, MILVAN or SEAVAN, you can enter the seals for these containers by highlighting the unit, then pressing S. Enter the seal numbers and **CA** if the seals were applied by the carrier or **SH** if they were applied by the shipper. Press Enter to finish and save.
17. Hazardous Materials	Shipment Units screen, then HazMat screen. (See Figure 1-70.)	Highlight shipment unit to edit, then press H to access HazMat screen. Press E to edit HazMat; make your changes.
18. Description of Articles	Shipment Units screen, then Shipment Unit Entry screen. (See Figure 1-65.)	Highlight shipment unit to edit, press E, make any necessary changes.
19. Weight	Shipment Units screen, then Shipment Unit Entry screen. (See Figure 1-65.)	Highlight shipment unit to edit, press E, move to Quantity field; make changes.

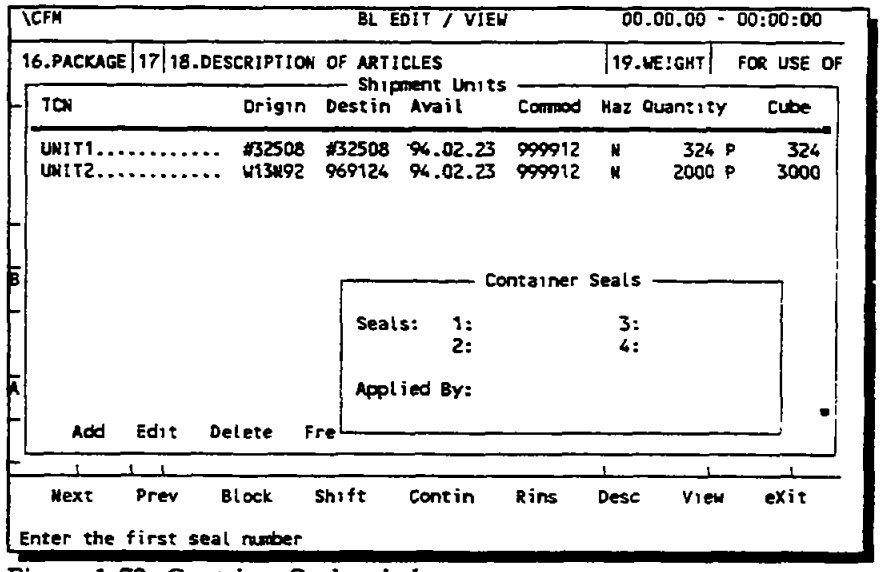


Figure 1-72. Container Seals window.

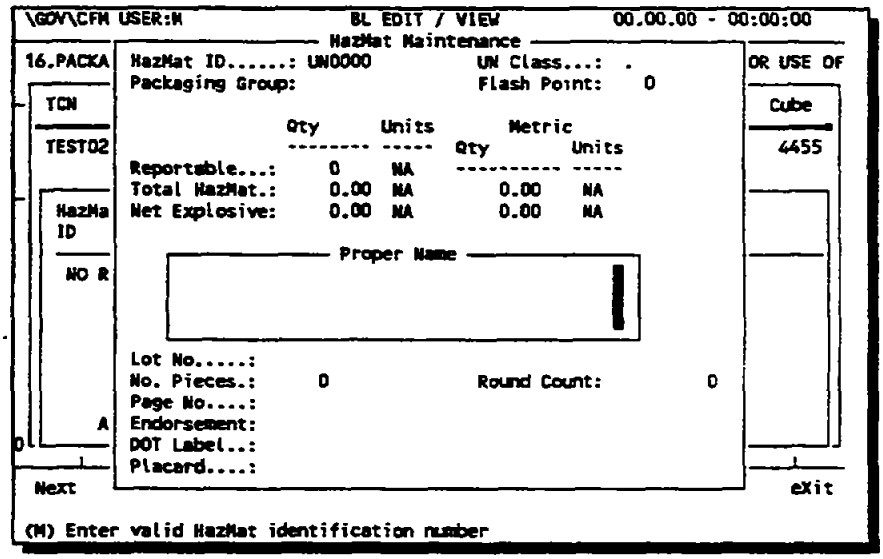


Figure 1-73. Hazardous Materials Detail screen.

1.6.2.7 Screen 4 of the BL

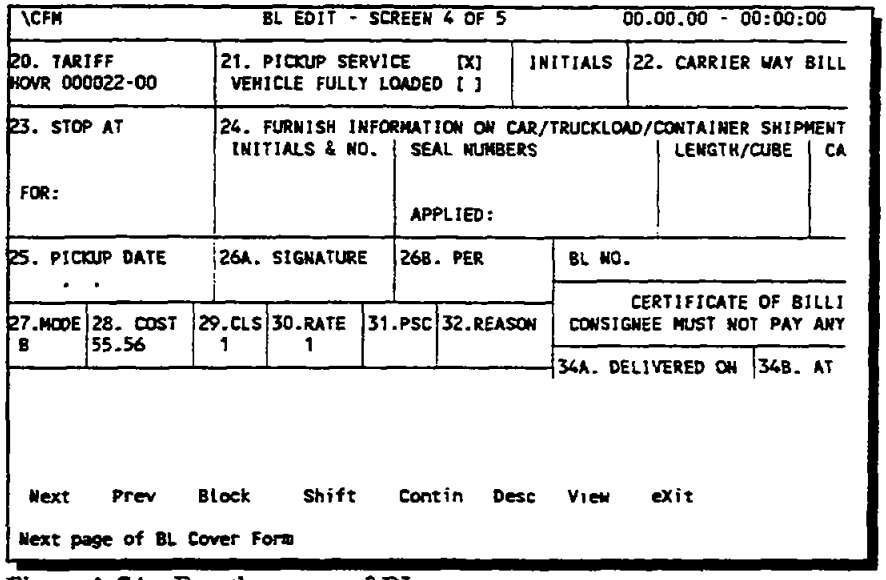


Figure 1-74. Fourth screen of BL.

Screen 4 of the BL Cover Sheet contains Blocks 20-32 of the BL. The following table lists the blocks, their contents and the screen displayed when you choose to edit one of these blocks.

BL Block and Description	Screen Displayed to Edit	How to Edit
20. Tariff/ Special Rate Authority	**If Host rated shipment,** BL Layout for Movement screen and/or Carrier List screen. (See Figures 1-59 and 1-60.)	If Host rated, you cannot change the tariff unless you select a different carrier. To choose a different carrier, press C from the BL Layout for Movement screen, and select a different carrier.
	If override shipment, BL Layout for Movement, then Equipment Costing screen. (See Figures 1-59 and 1-61.)	If override shipment, select **Costing** from the BL Layout for Movement screen, then edit the Tender/Tariff field.

BL Block and Description	Screen Displayed to Edit	How to Edit
21. Pickup Service / Vehicle Fully Loaded	A pop-up window is displayed containing these three fields: 1 Pickup Service Furnished 2. Vehicle Fully Loaded 3. Shipper's Initials	Type in the data you wish to add/edit. Press Enter.
22. Carrier's Waybill Number and Date	A pop-up window is displayed containing a field for Waybill Number and Date.	Type the waybill number and date, then press Enter.
23. Stop-offs	Equipment Ordered List screen, then the Stop-Offs/Splits in Transit screen. (See Figure 1-72.)	Highlight the equipment with the stop-off you wish to edit, then press O. Highlight the stop-off you wish to edit and press E. Make changes on the Stop-Offs/ Splits in transit screen.
24. Equipment Requested and Provided	Equipment Ordered List screen, then the Equipment Edit screen. (See Figure 1-74.) or Equipment Ordered List screen, the Unit-Link Summary screen, then the Container Seals window. (See Figure 1-73.)	Highlight the equipment for you wish to change information, and press E to edit. Make changes on the Equipment Edit screen. See page 1-150 for complete information. If a the container type for a shipment unit is MSCVAN, CONEX, MILVAN or SEAVAN, you can enter the seals for these containers by highlighting the equipment to which the unit is linked, then pressing L. Highlight the shipment unit, then press L. Enter the seal numbers and **CA** if the seals were applied by the carrier or **SH** if they were applied by the shipper. Press Enter to finish and save.

BL Block and Description	Screen Displayed to Edit	How to Edit
25. Carrier's Pickup Date **26A. Signature of Agent** **26B. PER**	Carrier Pickup Information screen. (See Figure 1-76.)	Enter information on the Carrier Pickup Information screen.
27. Mode **28. Estimate**	**If Host rated shipment**, BL Layout for Movement screen and/or Carrier List screen (See Figures 1-59 and 1-60).	If Host rated shipment, you cannot change this data unless you award the shipment to a different carrier. If you would like to do so, select C from the BL Layout for Movement screen, and select a different carrier.
	If override shipment, BL Layout for Movement, then Equipment Costing screen. (See Figures 1-59 and 1-61.)	If override shipment, select T to edit the Equipment Costing Data. Move to the appropriate field and make your changes. (See pages 1-96 and 1-120 for complete information on entering carrier data.)
29. Carloads / Truckloads	Equipment Ordered List	To add a piece of equipment, press A. To remove a piece of equipment, highlight the equipment record and press D. If you remove a piece of equipment, the shipment units that were on that equipment will be reassigned to Equipment 001.

BL Block and Description	Screen Displayed to Edit	How to Edit
30. Type Rate	**If Host rated shipment,** BL Layout for Movement screen and/or Carrier List screen (See Figures 1-59 and 1-60)	If Host rated shipment, you cannot change this data unless you award the shipment to a different carrier If you would like to do so, select C from the BL Layout for Movement screen, and select a different carrier.
	If override shipment, BL Layout for Movement, then Equipment Costing screen. (See Figures 1-59 and 1-61.)	If override shipment, select T to edit the Equipment Costing data. Move to the Rate Method field and make your changes.
31. Protective Security Codes	Equipment Ordered List screen, then the Shipment Services screen.	Highlight the equipment for which you wish to change the services and press S. Make the changes on the Shipment Services Screen. (For multiple equipment shipments, this data will appear in Block 18 with the appropriate piece of equipment.)
32. Reason for non-award of low cost carrier	**If Host rated shipment,** BL Layout for Movement screen and/or Carrier List screen (See Figures 1-59 and 1-60).	If Host rated shipment, you cannot change this data unless you award the shipment to a different carrier. If you would like to do so, select C from the BL Layout for Movement screen, and select a different carrier.
	If override shipment, BL Layout for Movement, then Equipment Costing screen. (See Figures 1-59 and 1-61.)	If override shipment, select T to edit the Equipment Costing data. Move to the appropriate field and make your changes

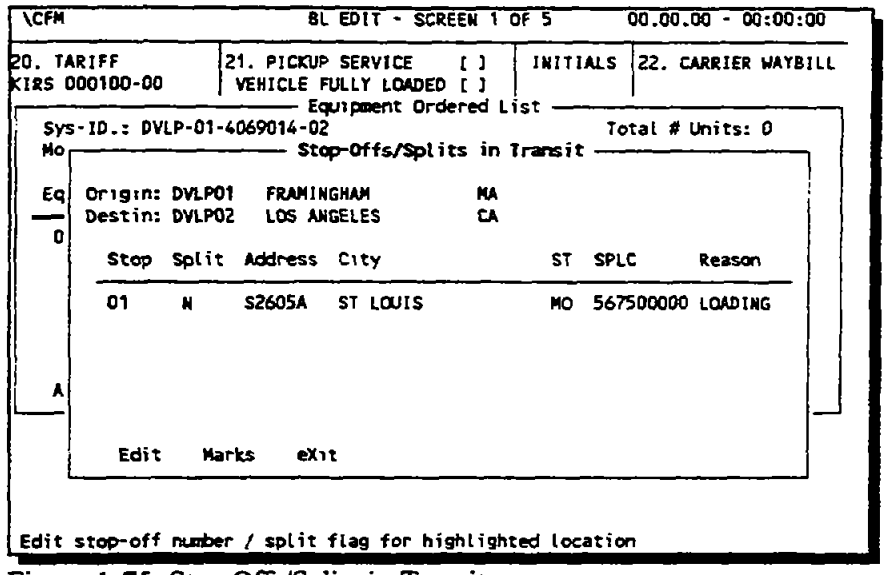


Figure 1-75. Stop-Offs/Splits in Transit screen.

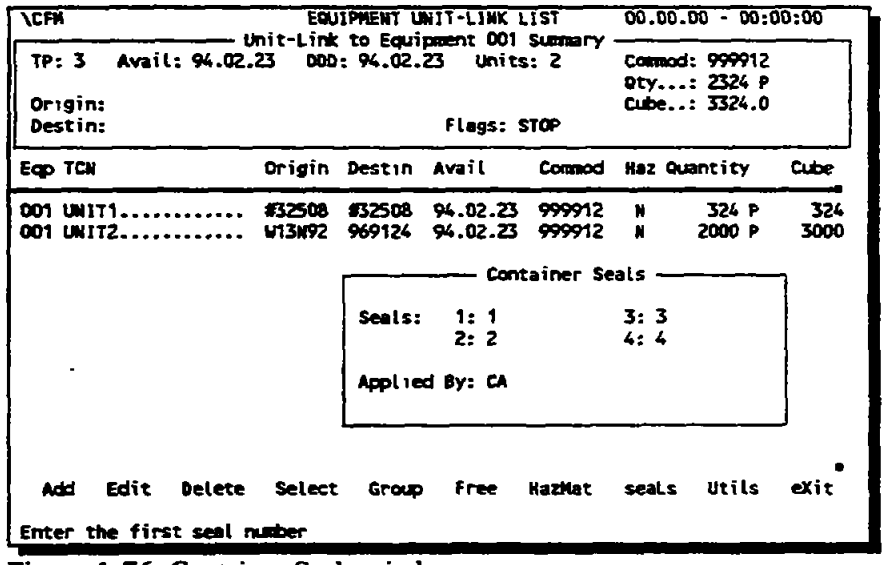


Figure 1-76. Container Seals window.

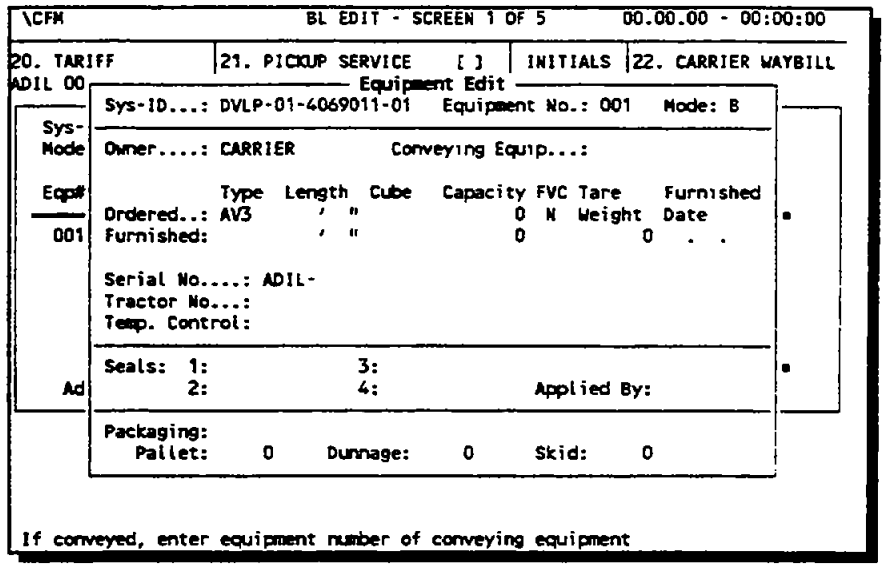


Figure 1-77. Equipment Edit screen.

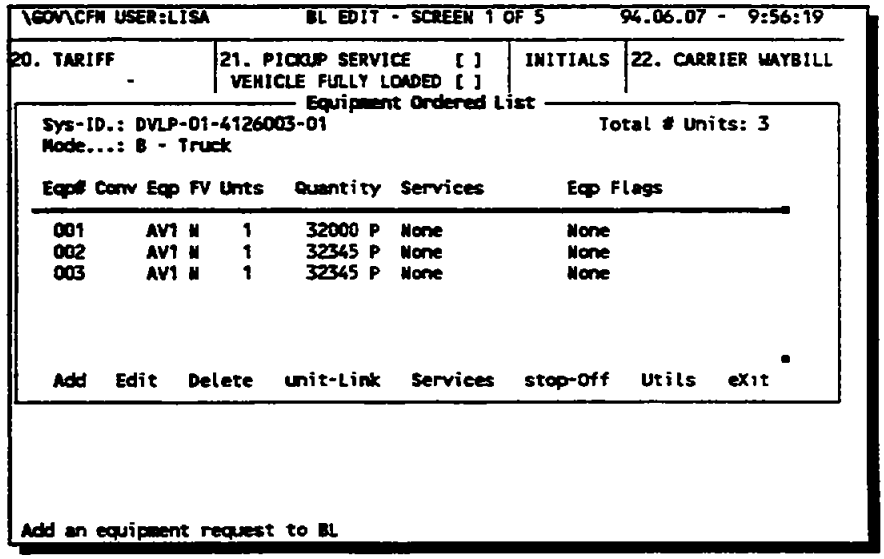


Figure 1-78. Equipment Ordered List.

1.6.2.7.1 Data Displayed on the Equipment Edit Screen

The following table describes the data displayed on the **Equipment Edit** screen.

Screen Label	Description
Sys ID	The system ID number for this shipment.
Equipment No.	The number of this equipment. This is brought forward from the **Equipment Ordered List**.
Mode	The mode code for this equipment. This is brought forward from the **Equipment Ordered List**.
Owner	This field is generated by the system. **Carrier** in this field indicates carrier owned equipment; **Government** in this field indicates government owned equipment.
Conveying Equipment	If this equipment is being conveyed by another piece of equipment, enter the number for the *conveying* equipment.
The **Ordered:** and **Furnished:** labels to the left of the screen indicate the area to enter information about the vehicle(s). Place the information about the vehicle requested across from the **Ordered:** label and the information about the vehicle provided across from the **Furnished:** label.	
Type	Equipment type ordered or furnished.
Length	Length of the equipment.
Cube	Cubic capacity of the equipment.
Capacity	Maximum weight for this equipment.
FVC	A **Y** in this field indicates that the equipment is loaded to full visible capacity.
Tare Wt.	Tare weight of this equipment.
Furnished Date	Date the equipment was actually furnished.
Serial / Bumper / VIN Number	If this is carrier owned equipment, the serial number of the conveying equipment. If it is government owned, the bumper or VIN number of the equipment.
Tractor Number	The conveying tractor number for the equipment.
Temp. Control	If the vehicle is temperature controlled, enter the temperature here.
Equip. Seals (1st - 4th)	If seals are applied to the vehicle, enter the seal numbers in the appropriate fields.

Screen Label	Description
Applied By	Enter **CA** if the seals were applied by the carrier, **SH** if they were applied by the shipper.
Packaging (Pallet, Dunnage, Skid)	If packaging weights for pallets, dunnage, or skids have been entered on the Shipment Unit Entry screen, these values are summed and brought forward to this screen. Otherwise, they can be entered here at this time.

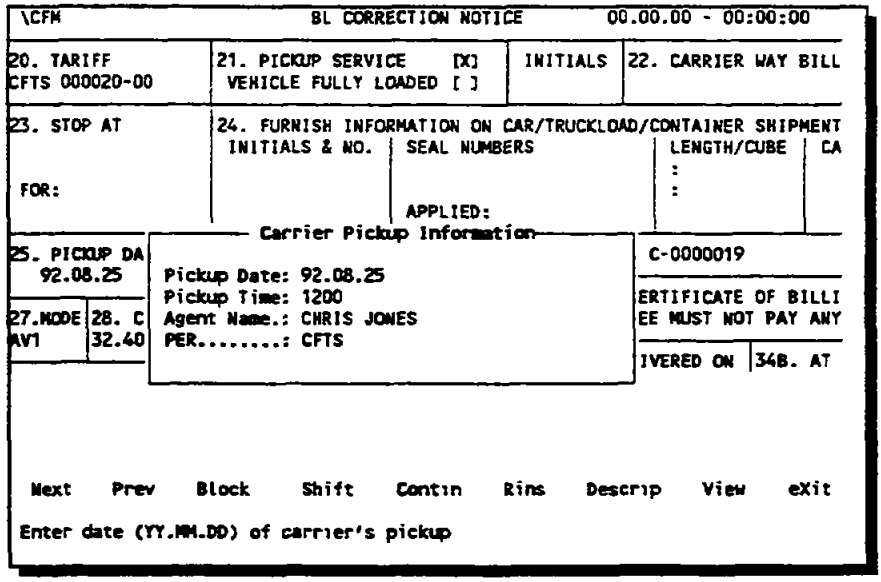


Figure 1-79. Carrier Pickup Information screen.

1.6.2.8 Screen 5 of the BL

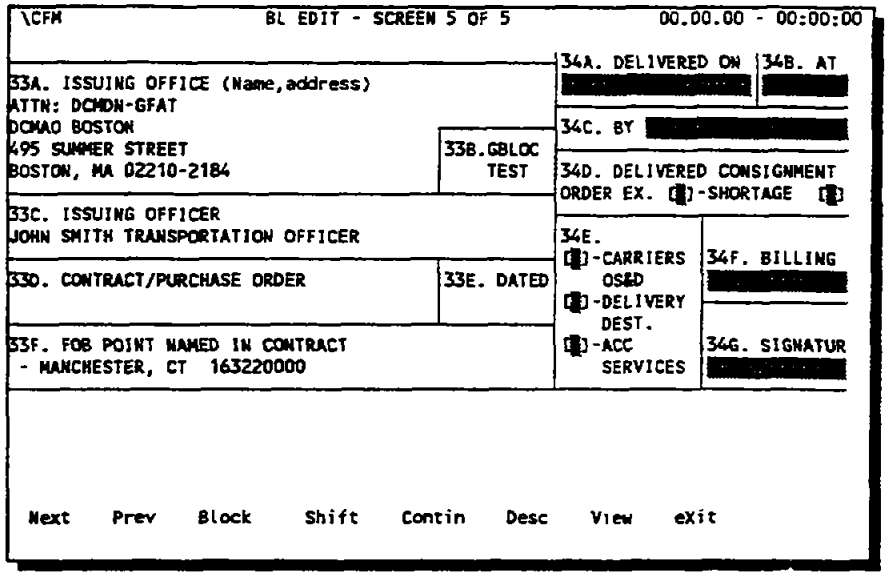


Figure 1-80. Fifth screen of BL.

Screen 5 of the BL Cover Sheet contains the following blocks of the BL:

BL Block and Description	Screen Displayed to Edit	How to Edit
33A. Issuing Office Address	Issuing Office Address Code pop-up window.	Enter address code in pop-up window. A pick list is available for partial or unknown entries.
33B. Issuing Office GBLOC	This block cannot be edited.	N/A
33C. Issuing Officer Name and Title	This block cannot be edited.	N/A
33D. Contract Number **33E. Contract Date** **33F. Contract FOB Point**	Shipment Units screen, then the Shipment Unit Entry screen. (See Figure 1-65.)	Highlight shipment unit to edit; press E to edit. Move to Contract Number field near bottom of screen; make changes.

BL Block and Description	Screen Displayed to Edit	How to Edit
34A. Delivered on **34B. At** **34C. By** **34D. Shortage or Damaged Goods** **34E. Carriers OS&D** **34F. Billing Carrier** **34G. Signature**	These blocks must be edited by using the **Close** option on the **BL Maintenance List** screen.	N/A

1.6.2.9 Shifting the Screen from Side to Side

Press S to shift the screen from left to right, to view text that may not fit on the screen. Pressing S once again moves the screen back to the left.

1.6.2.10 BL Continuation Sheet

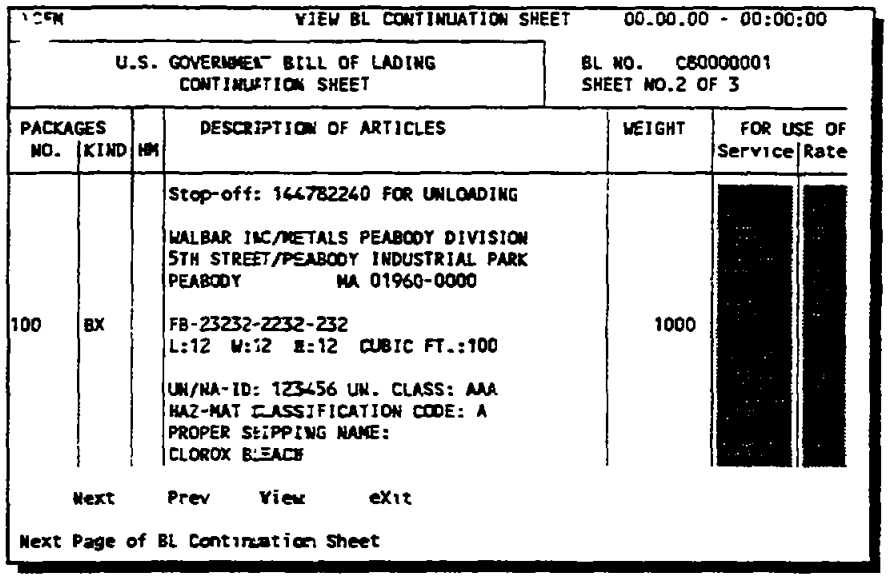


Figure 1-81. BL Continuation Sheet.

The BL Continuation Sheet is a view-only screen that allows you to see the formatted data from the BL. The screen allows you to see all data that will not fit on the BL Cover Sheet as it will be formatted on the printed BL. The number of pages needed to display and print the Continuation Sheet(s) are determined by the system based on the amount and type of data.

Overflow data from the BL Cover Sheet includes:

Screen Label	Description
Via	If the Via text is longer than will fit in Block 14 (40 characters) it will be printed on the Continuation Sheet.
Marks and Annotations	If the Marks and Annotations are longer than will fit in Block 15 (14 Lines of 40 characters each) of the BL Cover Sheet, they will be continued on the Continuation Sheet.
Description of Articles	All shipment unit data and text that will not fit in Block 18 of the BL Cover Sheet will be continued on the Continuation Sheet.
Stop-offs	If there are stop-offs in transit, each stop will have a separate Continuation Sheet with the stop-off address, marks and annotations, and Shipment units for that stop-off.

Screen Label	Description
Ports of Debarkation	If there are multiple ports of debarkation, each port will have a separate Continuation Sheet.
Multiple Vehicles	If there are multiple vehicles being used to move the freight, each vehicle will have a separate Continuation Sheet, provided that Block 24 on the BL has been edited and contains information.
Contracts	If there is more than one contract used for the shipment units, the subtotals for each contract will appear on the Continuation Sheet.

Menu options on **ALL** screens of the BL Continuation Sheet are:

Option	Description
Next	Moves to the next screen of the BL Continuation Sheet.
Prev	Moves to the previous screen of the BL Continuation Sheet.
View	Displays errors in shipment data. These errors are stored and can be viewed by pressing V.
Exit	Returns to the BL Cover Sheet.

To return to the **BL Edit/View** screen, press X to exit.

1.6.2.11 Description of Articles Text

The **Desc** option allows you to add description of articles text, hazardous materials certification text, and emergency phone contacts to the BL. This text will appear in Block 18. After pressing D to access this option, a menu with three options is displayed. Option 1 allows you to enter Free Form text, Option 2 allows you to edit Hazardous Materials Certification text, and Option 3 allows you to enter or edit emergency phone contacts.

1.6.2.11.1 Free Form Text

Press 1 to enter a free form text description. The **BL Annotations** screen will be displayed.

Menu Options

The following table describes the menu options on the **BL Annotations** screen.

Option	Description
Edit	To insert description of articles text, press E or highlight **Edit** on the ring menu and press Enter. You are now in free text mode: type whatever you wish to appear. When you have finished, press Tab to save your work and exit. To exit without saving, press Esc.
Insert	To insert a standard annotation into your BL Annotation Text, press I or highlight **Insert** and press Enter. A pop-up window will display your choices for standard annotations. Select one by highlighting it, and press Enter or S for select. The annotation will be copied into your BL Annotation Text. Press X to return to the BL Annotation Text window.
Clear	To clear all text, press C or highlight **Clear** and press Enter. You will be asked to confirm the clear. Press Y to choose the default of Yes or N to cancel the clear.
Exit	Exits and returns you to the BL Edit/View screen.

1.6.2.11.2 Hazardous Materials Certification Text

Press 2 to edit hazardous materials certification text After selecting this option, the screen shown below will be displayed. The **Emergency Contact** and **Emergency Contact Phone** are brought forward from the Site Configuration.

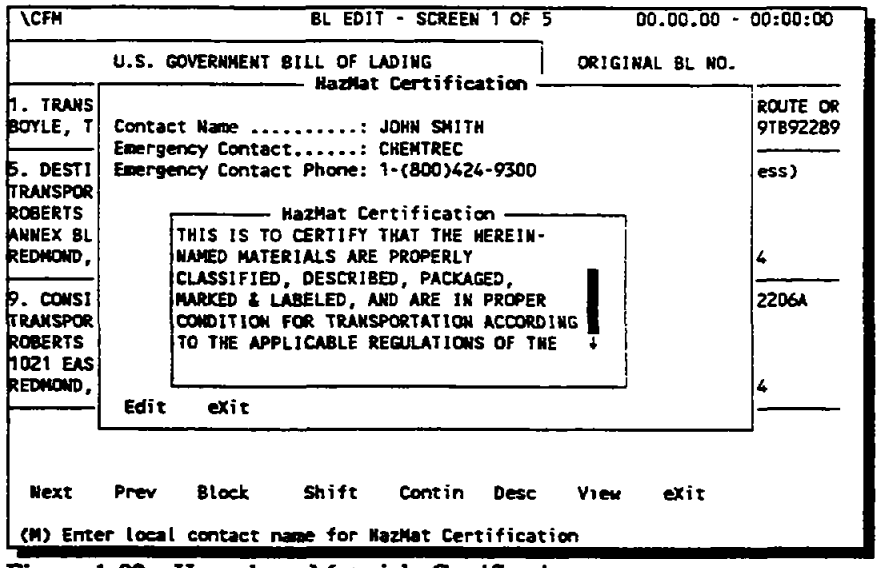


Figure 1-82. Hazardous Materials Certification screen.

Editing Hazardous Materials Text

All fields on this screen can be edited. Simply type the changes that you would like to appear on the HazMat Certification. Press Tab to move from field to field. When you have completed your changes, press Tab to exit and save your work.

1.6.2.11.3 Emergency Contacts for Hazardous Materials

Press 3 to enter emergency contacts. The screen shown in Figure 1-80 will then be displayed. The names and phone numbers for emergency contact should be entered on this screen.

If RIN 114 or 210 has been added to this shipment, the Origin, Destination, and Area Command contact information will default from the RIN parameters. In this case, the information will automatically be brought forward to this screen and there is no need to enter the data.

Similarly, if a carrier contact has been marked as an Emergency contact (in the Carrier Reference File, under Phones), this contact will also be brought forward to this screen

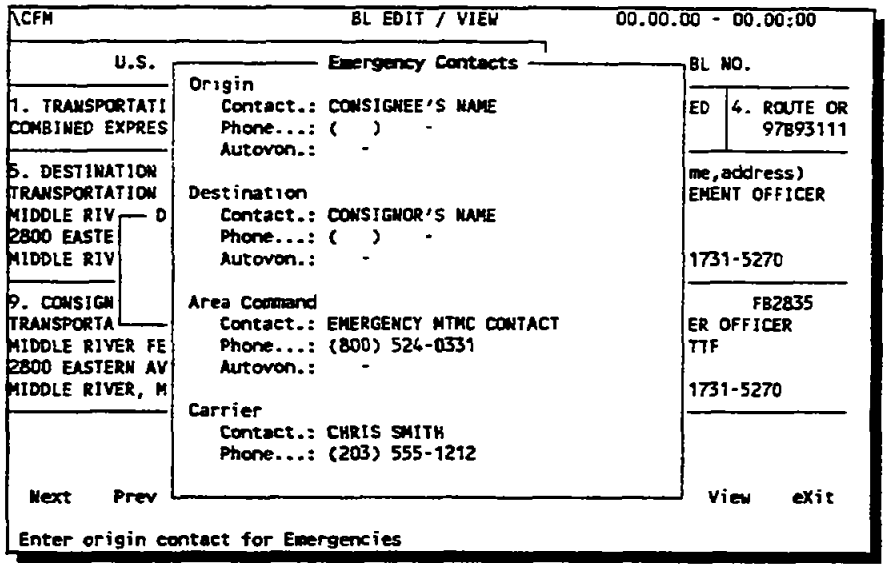


Figure 1-83. Emergency Contacts Screen.

Fields Displayed

The following table describes the fields displayed on the Emergency Contacts screen.

Option	Description
There are 4 sections on this screen: Origin, Destination, Area Command, and Carrier. Enter contacts and telephone numbers under the appropriate heading.	
Contact	The name of the person to contact in an emergency.
Phone	The commercial telephone number for the emergency contact.
Autovon	The Autovon telephone number for the emergency contact. *(Not available for Carrier contact.)*

1.6.2.12 View

Use this option when you have finished editing your BL. The View option checks your BL for errors. If errors are found, they are displayed in a red pop-up window (see Figure 1-81). Press any key to return to the BL screens.

Note

If there is Satellite Monitoring or Motor Surveillance service requested for this shipment, you will be asked whether this is a DTTS shipment. Press Y to indicate that it is a DTTS shipment or N if it is not.

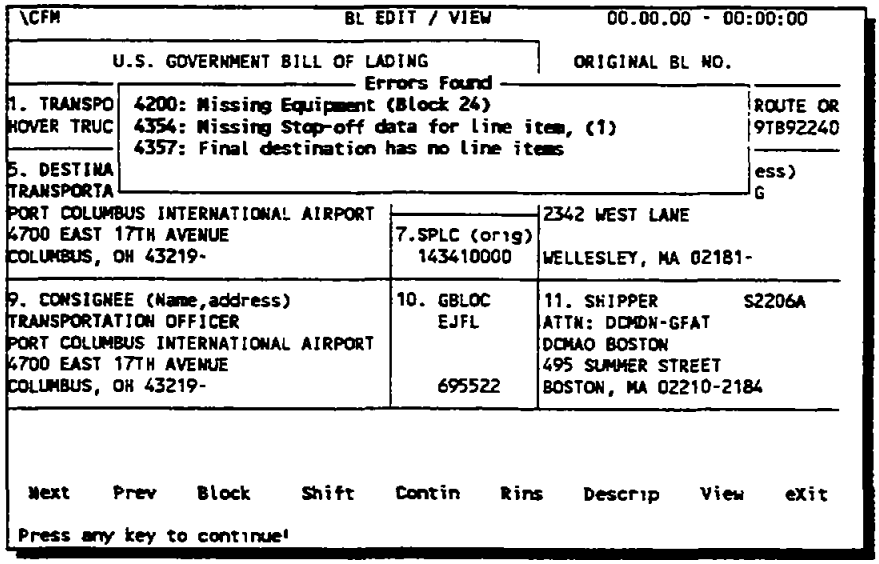


Figure 1-84. Viewing BL Errors.

1.6.2.13 Exit

Use this option when you have finished editing the BL. Press [X] to return to the BL Maintenance List screen. The Exit option checks the BL for errors. If errors are found. they are displayed at the top of the screen in a red box You have three options if errors are found:

1. Hold For Later Editing: Saves your changes and exits to the BL Maintenance List screen.

2. Continue Editing: Returns to editing the BL.

3. Abandon Shipment Changes. Does not save changes (but prompts you to make sure you want to abandon your changes) and exits to the BL Maintenance List screen.

Note: If there is Satellite Monitoring or Motor Surveillance service requested for this shipment, you will be asked whether this is a DTTS shipment. Press [Y] to indicate that it is a DTTS shipment or [N] if it is not.

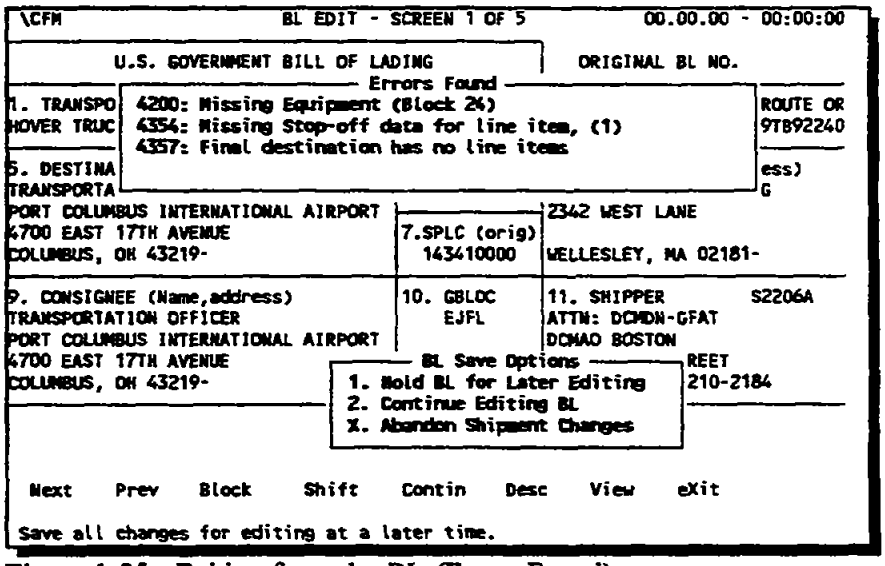


Figure 1-85. Exiting from the BL (Errors Found).

1.6.3 Printing a BL, Correction Notice, Signature and Tally, or Terms and Conditions

To execute the **Print** menu option, press P. The system displays a menu of print options for the BL. All print options on this menu will print on plain paper using the laser printer (see **System Utilities - Printer Maintenance** to insure the laser printer is properly set up).

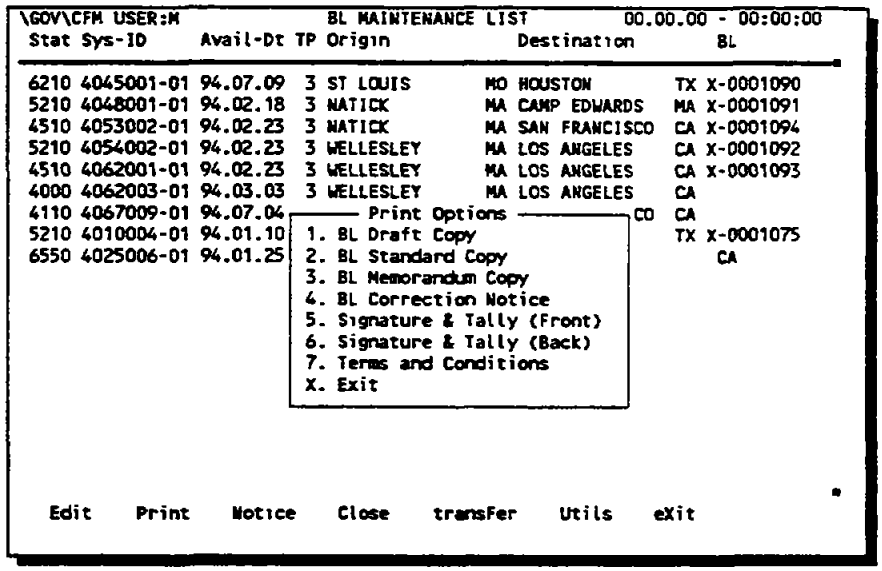


Figure 1-86. BL Creation List screen.

The **Print Options** menu options are:

Option	Description
1	BL Draft Copy - Prints a single part BL Cover Sheet and Continuation Sheet for the highlighted shipment. The BL Number is replaced by the phrase **"DRAFT COPY"** everywhere it appears on the form. Use this option for verifying the formatting of complex BLs.
2	BL Standard Copy - Prints a BL with 9 part Cover Sheet and 9 part Continuation Sheet for the highlighted shipment.
3	BL Memorandum Copy - Prints a single-part memorandum copy of the BL Cover Sheet and Continuation Sheet for the highlighted shipment. The phrase **"MEMORANDUM COPY"** appears on each page.
4	BL Correction Notice - Prints the BL Correction notice for the highlighted shipment.

Option	Description
5	Signature and Tally (front) - Prints the *front side* of the Signature and Tally form for the highlighted shipment if it has a service of **ST**. This makes it possible to turn this page over, put it in the printer paper tray, and execute option 6 in order to produce a double-sided Signature and Tally form.
6	Signature and Tally (back) - Prints the *back side* of the Signature and Tally form for the highlighted shipment if it has a service of **ST**. This makes it possible to turn this page over, put it in the printer paper tray, and execute option 6 in order to produce a double-sided Signature and Tally form.
7	Terms and Conditions - Prints the Terms and Conditions that appear on the back of the BL Form. These can be copied for use rather than reprinted each time.
X	Returns to the BL Maintenance List.

1.6.4 BL Correction Notices

After the BL has been printed, the only way to modify the BL is to use the arrow keys to highlight the desired shipment for a correction and press [N] for **Notice**. After selecting the **Notice** menu option, the first screen of the BL Correction Notice will be displayed (shown below).

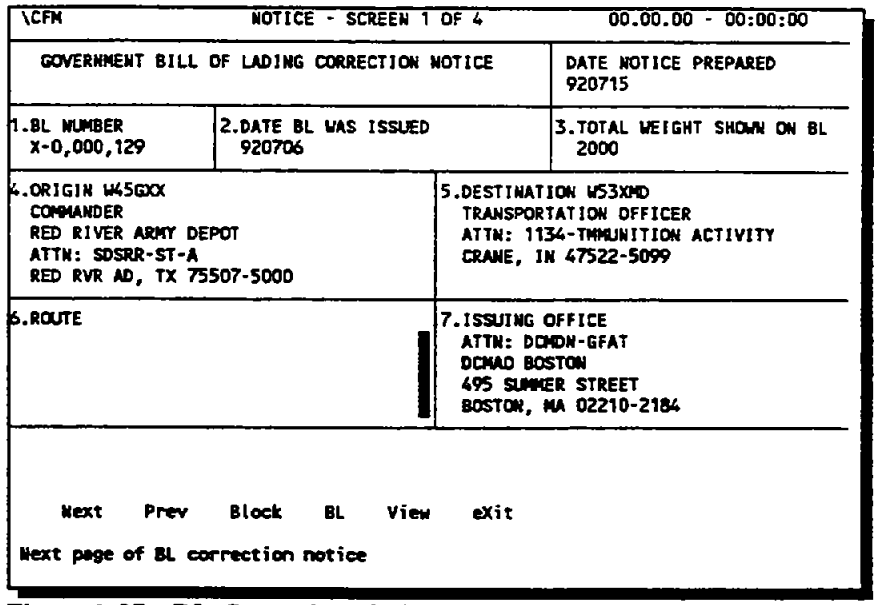


Figure 1-87. BL Correction Notice.

1.6.4.1 BL Correction Notice Screens

The BL Correction Notice form is split into four screens. Each of the screens contains a part of the BL Correction Notice form.

The ring menu options on ALL screens are:

Option	Description
Next	Moves to the next screen of the BL Correction Notice form.
Prev	Moves to the previous screen of the BL Correction Notice form.

Option	Description
Block	Prompts you for the Block Number on the *Correction Notice* that you wish to edit or view. As in the BL Edit process, there is a pick list of valid blocks available. If the block chosen is a view-only block, you will see a message letting you know this. You will be able to scroll through the block to view text, but not to edit.
BL	Allows editing of the *entire BL*, not just the correction notice page. Pressing [L] takes you to the 1st screen of the BL and allows editing in exactly the same way as editing the BL.
View	View errors in the BL and Correction Notice.
Exit	Save the BL Correction Notice, check for errors, and return to the BL Correction Notice List.

1.6.4.2 Moving through the Correction Notice Screens

Use the [N] and [P] keys to move to the next screen and the previous screen of the Correction Notice, respectively.

1.6.4.3 Editing a Block of the Correction Notice

To edit a block on the Correction Notice, press [B] to access the **Block** menu option. You will be prompted for the block to edit. Enter the block number that you wish to edit, and press [Enter].

Some blocks cannot be edited; they can only be viewed. If the block is view-only, a message will be displayed to tell you this. You can scroll through the view-only blocks to see additional text.

Usually when you create a correction notice, it is to correct an error on the BL form. To make a correction to the BL, press [L] to access the BL form. Then make your changes just as you would edit the BL before it was printed. (See next section for more explanation.)

Note: *Blocks 8, 10, and 16 (the TO, FROM, and INITIATING OFFICIAL information) default to the Destination Address Code and Consignor Address Code (from the Shipment Request), and T.O. Name and Title (from the site configuration) respectively You should check these to make sure they are correct*

1.6.4.4 Editing the BL

To make a change to a block on the BL, *rather than a block on the Correction Notice*, press L to access the BL. The first screen of the BL will then be displayed. To edit the BL, follow the editing procedures for each block that are described in Section 1.6.2 above, **Editing the BL** (Page 1-130)

1.6.4.5 Screen 1 of BL Correction Notice

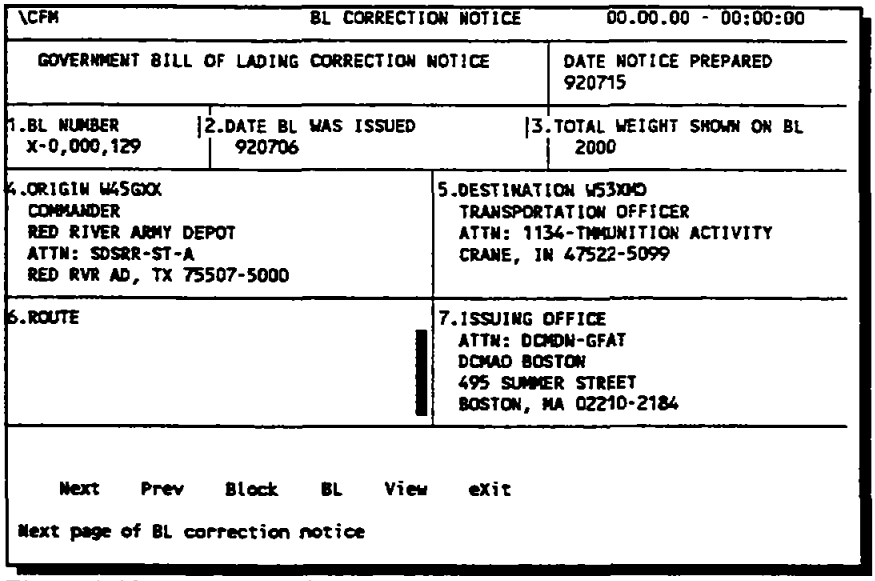


Figure 1-88. BL Correction Notice - first screen.

Screen 1 of the BL Correction Notice contains the following Blocks:

Block	Description
1. BL Number	The BL Number of the shipment being corrected. You cannot change this number.
2. BL Issue Date	The date the original BL was issued. You cannot change this date.
3. Total Weight Shown on BL	The total weight on the original BL. You cannot change this block. However, any weight changes made using the BL menu option (press G) are reflected here.

Block	Description
4. Origin	The origin address as shown on the original BL You cannot change this block. However, any address changes made using the BL menu option are reflected here.
5. Destination	The destination address as shown on the original BL. You cannot change this block. However, any address changes made using the BL menu option are reflected here
6. Route	The route as shown on the BL. You cannot change this block, but you can view the routing information by pressing B, then 6. You will then be able to scroll through the route information
7. Issuing Office	The issuing office as shown on the BL. You cannot change this block.

1.6.4.6 Screen 2 of BL Correction Notice

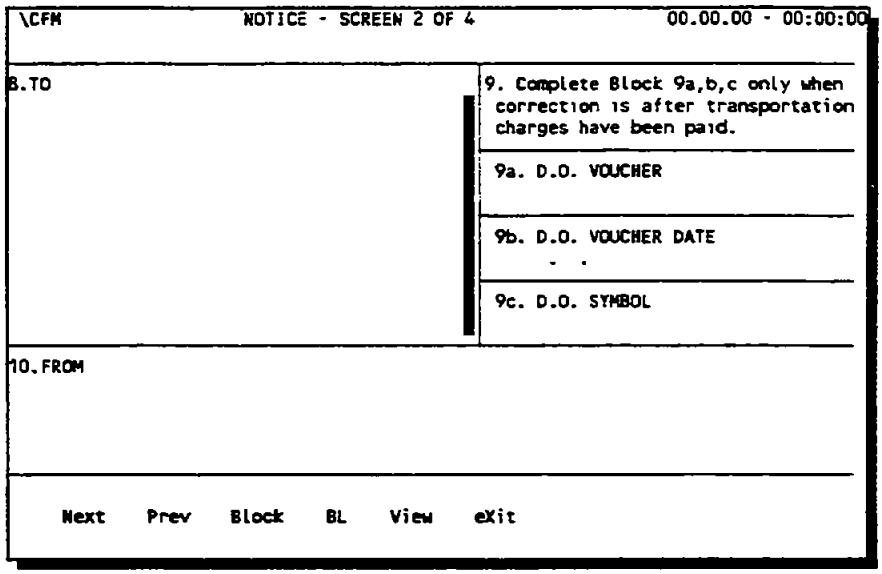


Figure 1-89. BL Correction Notice - second screen.

Screen 2 of the BL Correction Notice contains the following Blocks:

Block	Description
8. To	The address code for destination as entered on the Shipment Request. To change this address, edit Block 8 of the BL Correction Notice form. A pick list of address codes is available for partial or unknown addresses.
9. D.O. Voucher, Date and Symbol	The Voucher Number, Date and Symbol. You can change these fields by editing Block 9 of the BL Correction Notice form.
10. From	The Consignor address code as entered on the Shipment Request. You can change the address by editing Block 10 of the BL Correction Notice form.

1.6.4.7 Screen 3 of BL Correction Notice

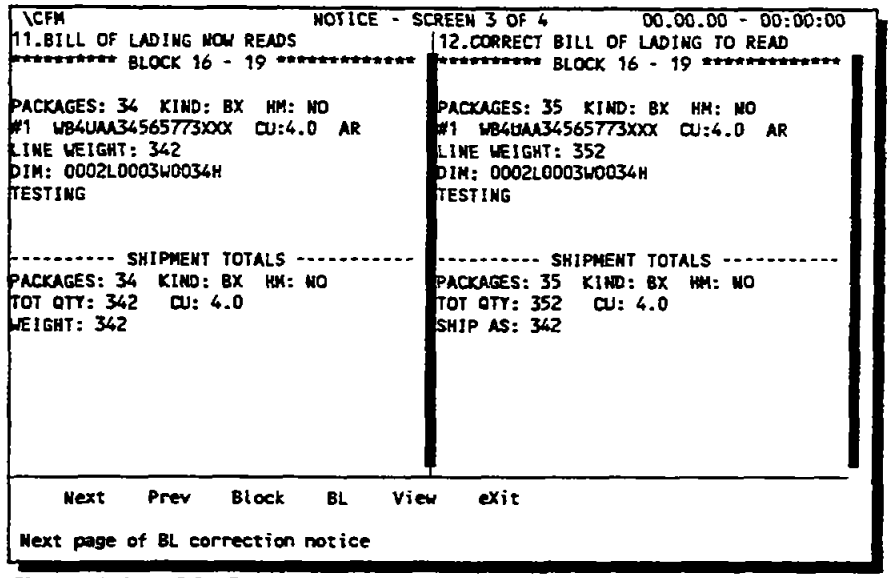


Figure 1-90. BL Correction Notice - third screen.

Screen 3 of the BL Correction Notice contains the following Blocks:

Block	Description
11. Bill of Lading now Reads	A list of original BL data. This information is displayed only for blocks that were changed. You cannot edit this block.
12. Correct Bill of Lading to Read	A list of BL data that has been changed using the L menu option from the BL Correction Notice. *All* changes made to BL data will be displayed in this block. Information in block 12 is displayed starting with lowest block number that was changed, with each changed block displayed individually.

1.6.4.8 Screen 4 of BL Correction Notice

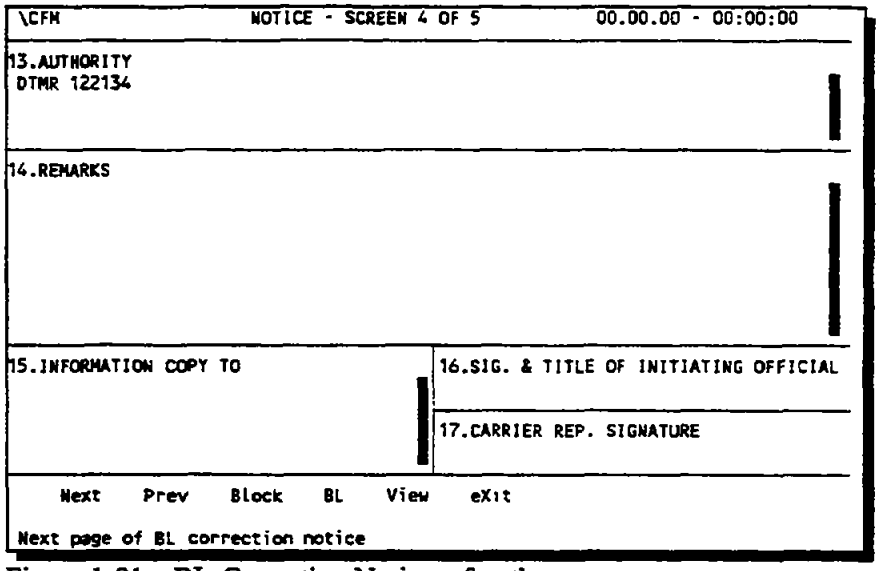


Figure 1-91. BL Correction Notice - fourth screen.

Screen 4 of the BL Correction Notice contains the following Blocks:

Screen Label	Description
13. Authority for Correction	The authority for making the correction. This is a free text block.
14. Remarks	Any pertinent information not otherwise contained on this form or the BL form. This is a free text block.
15. Information Copy To	If you need to send an information copy of the correction notice, enter the address here. This is a free text block.
16. Signature and Title of Initiating Off.	Defaults to the title of the Initiating Officer as entered in the Site Configuration file.
17. Carrier Representative's Signature	A block for the signature of the carrier representative. No user entry for this block is permitted.

1.6.4.9 Viewing Errors on the Correction Notice

To view errors on the Correction Notice, press V from any screen in the Correction notice. If there are no errors, the system will display a message letting you know this. If there are errors, they will be listed in a red warning box at the top of the screen.

1.6.4.10 Exiting from the Correction Notice

Press X for **Exit** to save the BL Correction Notice and return to the **BL Maintenance List** The Correction Notice will be checked for errors. If no errors are found, you are returned to the BL Maintenance List. The Correction Notice process resets the status code on the shipment from 5200 to 5000. If errors are found, they are displayed in a red warning box, and you are prompted for an action to take:

1. Continue editing Correction Notice: Returns you to the Correction notice for further editing.

X. Exit to BL Maintenance List: Any changes made to the Correction Notice or through the BL menu option are lost.

Figure 1-89 shows the **Errors Found** and **Notice Save Options** windows.

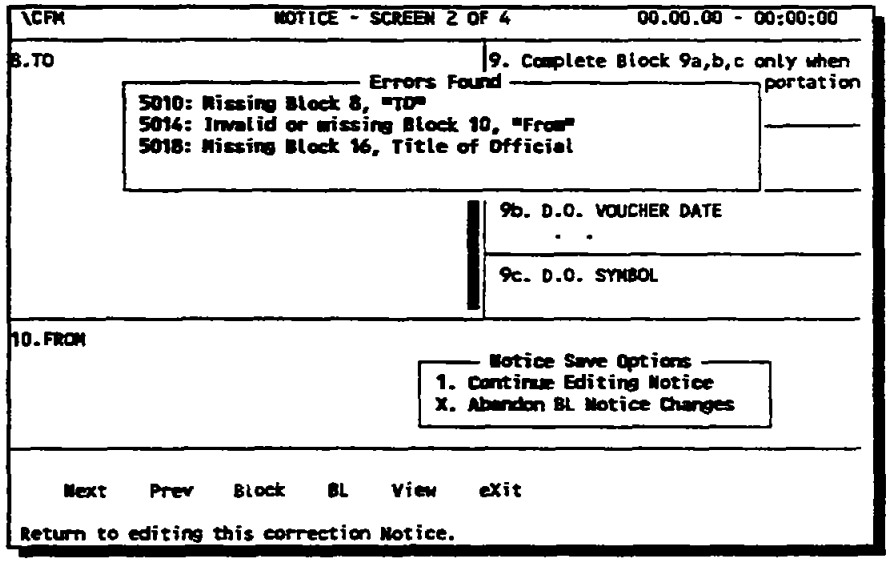


Figure 1-92. Exiting the Correction Notice (Errors Found).

1.6.5 Close or Cancel a BL

When a shipment has been completed or cancelled, you may close or cancel the shipment by using the arrow keys to highlight the desired shipment and pressing C. The system will prompt you to close the shipment or cancel the BL.

1.6.5.1 Closing a BL

If you choose to close the shipment, the screen shown in Figure 1-90 will be displayed. From this screen you can close out equipment individually if this is a multiple equipment shipment, or you can close all equipment in the shipment globally. You can also create service failures for the carrier and view and edit the services not provided.

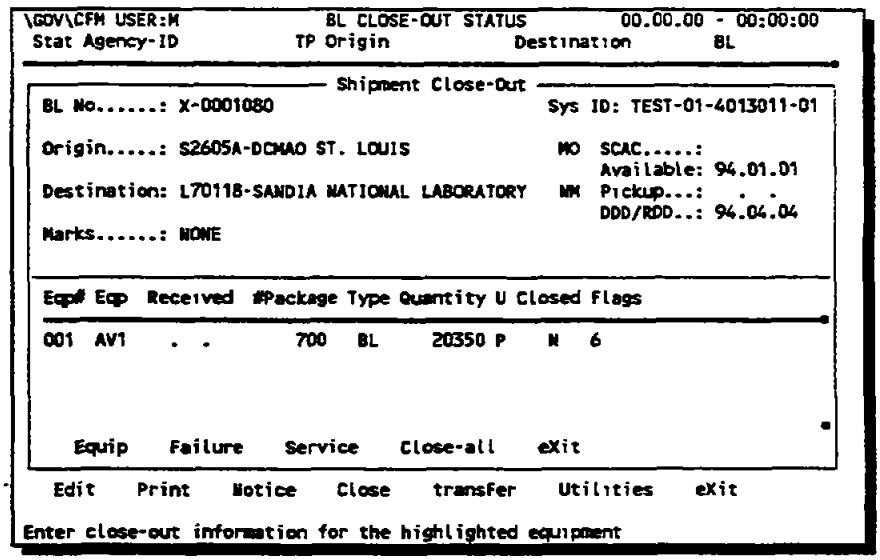


Figure 1-93. Shipment Close Out screen.

1.6.5.1.1 Data Displayed

The table below describes the data displayed on the **Shipment Close Out** screen. The top portion of the screen displays data about the shipment. The bottom portion of the screen displays data about each piece of equipment in the shipment.

Screen Label	Description
BL No.	The Bill of Lading number for this shipment.
Sys. ID	The system ID for this shipment.

Screen Label	Description
Origin	The address code for the origin point of this shipment.
SCAC	The SCAC entered on the BL.
Available	The date this shipment is available for shipping.
Destination	The address code for the final destination of this shipment.
Pickup	The pickup date for this shipment.
DDD/RDD	Desired or required delivery date.
Marks	The first line of text in Block 15 of the BL (Marks and Annotations). If there are no marks and annotations, this field will read **NONE**.
The following data elements are displayed for each piece of equipment in the shipment.	
Eqp#	The number of the pieces of equipment.
Eqp	The type of equipment.
Received	The final received date for this equipment.
#Package	The number of packages on this equipment.
Type	The type of package code on this equipment.
Quantity	The total quantity on this equipment.
U	The unit of measure for the quantity. Generally, this is pounds, but can also be gallons or barrels.
Closed	A **Y** in this field indicates that this piece of equipment has been closed. An **N** indicates that it has not.
Flags	Special shipment flags for this equipment.

1.6.5.1.2 Menu Options

The following menu options are available on the **Shipment Close Out** screen.

Option	Description
Equip	Close out the highlighted piece of equipment.
Failure	Create a service failure or enter a non-use reason code for the carrier.
Service	Display and edit the services not provided for the carrier.

Option	Description
Close-all	Close all pieces of equipment at one time.
Exit	Return to the BL Maintenance List.

1.6.5.1.3 Closing Out Equipment

To close a BL for a particular piece of equipment, highlight the desired equipment and press E. If the equipment has one or more stop offs, please see the section immediately below *Closing Out Equipment with Stop-Offs*. If the equipment does not have a stop-off, please see the section entitled *Closing Out Equipment without Stop-Offs*.

Note: *If the shipment only has one piece of equipment, you can also use the* ***Close All*** *option.*

Closing Out Equipment with Stop-Offs

If the equipment you are closing has one or more stop-offs, the screen in Figure 1-91 will be displayed. From this screen you can close out the equipment at each stop-off point. All shipment units on that equipment being delivered to that stop-off will then be closed. You must close out all stop-offs for a piece of equipment before that equipment is considered closed.

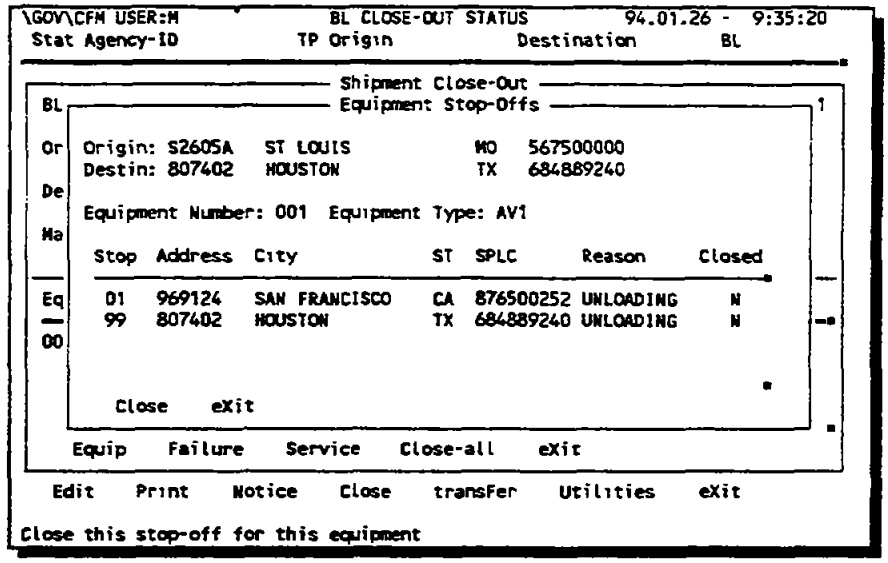


Figure 1-94. Equipment Stop-Offs screen.

Data Elements

The table below describes the data elements displayed on the **Equipment Stop-Offs** screen. A stop-off numbered 99 will always appear on the list; this represents the final destination.

Screen Label	Description
Origin	The address code for the origin point of the shipment.
Destin	The address code for the final destination of the shipment.
Equipment Number	The number of the current equipment.
Equipment Type	The type code for the current equipment.

Screen Label	Description
The following columns of data are displayed for each stop-off.	
Stop	The number of this stop-off.
Address	The address code for this stop-off point.
City	The city for this stop-off point.
ST	The state for this stop-off point
SPLC	The SPLC for this stop-off point.
Reason	The reason for the stop-off.
Closed	A Y in this field indicates that the equipment has been closed out at this stop-off point. An N indicates that it has not.

Menu Options

The following menu options are available from the **Equipment Stop-Offs** screen.

Option	Description
Close	Allows you to close out the equipment at the highlighted stop-off.
Exit	Returns to the Shipment Close Out screen.

Closing Out Equipment at a Stop-Off Point

To close out equipment at a stop-off point, highlight the stop-off and press C. The **Equipment Close Out** screen (Figure 1-92) will be displayed. From this screen, you must enter delivery data for the stop-off and can enter information on seals that were applied at the stop-off point. Other information is provided by the system if available.

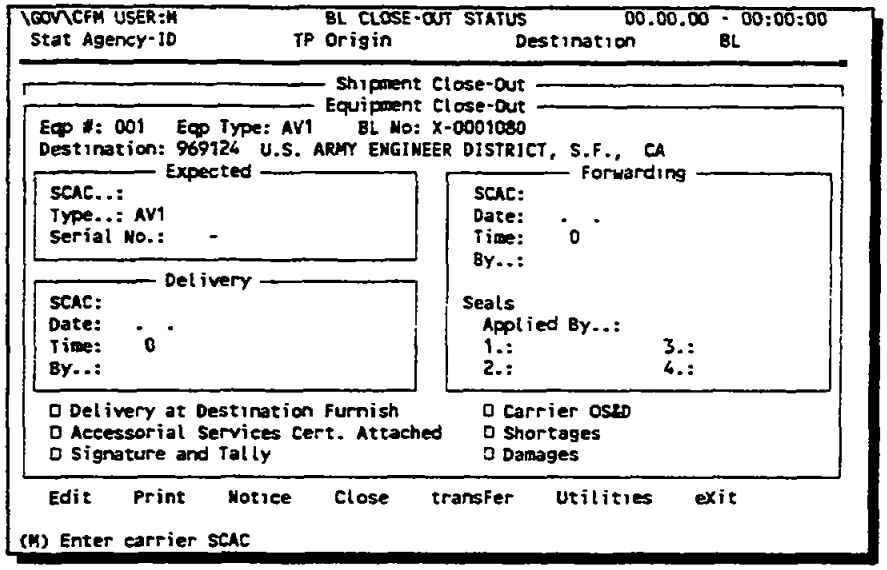


Figure 1-95. Equipment Close Out screen.

Data Displayed

The following data elements are displayed on the **Equipment Close Out** screen.

Screen Label	Description
Eqp #	The equipment number of this equipment.
Eqp Type	The equipment type code for this equipment.
BL No.	The Bill of Lading number for this shipment.
Destination	The address code for the final destination of this shipment.
Expected Window	
SCAC	The SCAC for the carrier entered on the BL.
Type	The equipment type code entered on the BL.
Serial No.	The serial number for the equipment entered on the BL.
Delivery Window	
SCAC	The SCAC for the delivering carrier. This is a mandatory user entry. There is a pick list available for partial or unknown entries.
Date	The date the shipment was delivered to this point. This is a mandatory user entry.

Screen Label	Description
Time	The time the shipment was delivered to this point. This is a mandatory user entry.
By	The name of the delivering carrier's agent. This is a mandatory user entry.
Forwarding Window	
SCAC	The SCAC for the forwarding carrier.
Date	The date the shipment was forwarded to the next delivery point.
Time	The time the shipment was forwarded to the next delivery point.
By	The name of the forwarding carrier's agent.
Seals Applied By	If seals were applied at the stop-off point, enter **CA** if they were applied by the carrier or **SH** if they were applied by the shipper.
1st - 4th Seal	If seals were applied at the stop-off point, enter the seal numbers in the appropriate field.
Delivery at Destination Furnish	Enter an **X** if delivery was furnished at this destination.
Accessorial Services Cert. Attached	Enter an **X** if the accessorial services certification is attached.
Signature and Tally	Enter an **X** if the signature and tally documentation is attached.
Carrier OS&D	Enter an **X** if a carrier OS&D report is attached.
Shortages	Enter an **X** if there are shortages.
Damages	Enter an **X** if there are damages.

Closing Out Equipment without Stop-Offs

To close out equipment without stop-offs, highlight the equipment and press [E]. The **Equipment Close Out** screen (Figure 1-92) will be displayed. For complete information on the **Equipment Close Out** screen, please see the above section *Closing Out Equipment at a Stop-Off Point.*

1.6.5.1.4 Service Failures

To view or add a service failure for a piece of equipment, highlight the desired equipment and press [F]. The **Carrier Service Failures / Non-Use Reasons** screen will be displayed. From this screen you can view all service failures and non-use reasons for this equipment in the history of this shipment and add service failures that occurred at delivery.

Columns Displayed

The following columns of data are displayed for each service failure.

Screen Label	Description
SCAC	The SCAC for the carrier for whom this failure was created.
Failure Code	The service failure type code.
Description	A brief description of this service failure.
Date Contacted	The date the contact was made.
Date of Failure	The date the service failure occurred.

Menu Options

The following menu options are available from the **Carrier Service Failure / Non-Use Reasons** screen.

Option	Description
Add	Displays the **Create Service Failure / Non-Use Reason** screen from which you can add a service failure.
Edit	Allows you to modify the highlighted service failure.
Delete	Deletes the highlighted service failure.
Code	Displays a list of the service failure and non-use reason codes.
Exit	Returns to the Shipment Close Out screen.

Adding a Service Failure

To create a service failure for equipment in the shipment, highlight the desired equipment and press [A]. The **Create Service Failure / Non-Use Reason** screen (Figure 1-93) will be displayed.

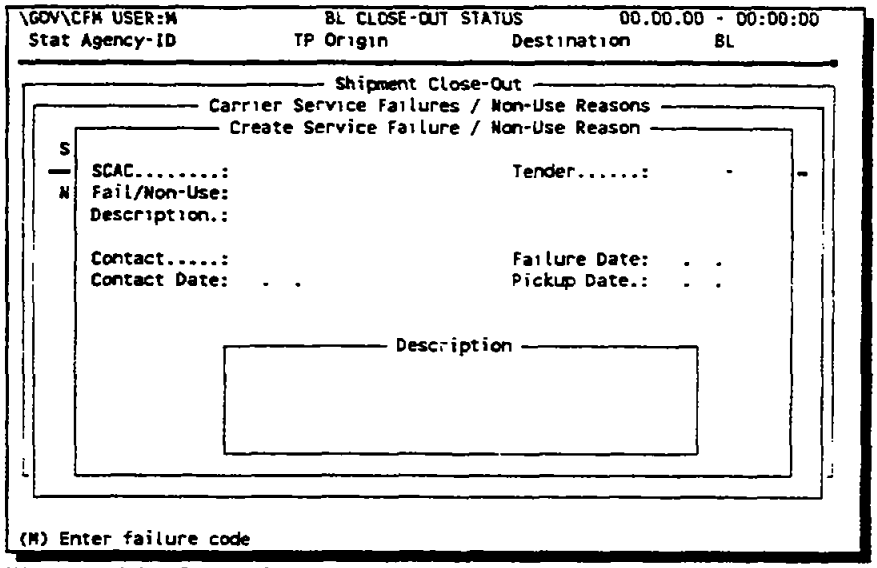


Figure 1-96. Create Service Failure / Non-Use Reason screen.

Data Elements

The following data elements must be completed when creating a service failure.

Screen Label	Description
SCAC	The SCAC for the carrier. This is brought forward from the BL.
Tender	The carrier's tender used in the ranking. This is brought forward from the BL.
Fail / Non-Use	The failure code for this service failure. This is a mandatory user entry. There is a pick list available
Description	A description of the service failure code. This is system-generated.
Contact	The name of the person contacted at the carrier office. This is a mandatory user entry.
Contact Date	The date the contact was made. This is a mandatory user entry.
Failure Date	The date the service failure occurred. This is a mandatory user entry.
Pickup Date	The date the carrier was asked to pick up the shipment. This is a mandatory user entry.
Description	A user-entered description of the service failure. This is a mandatory user entry.

1.6.5.1.5 Services Not Provided

Services not provided information is routed to you through the Host from the Receiver Module of the receiver of the shipment To view a list of services not provided for this shipment, highlight the desired equipment and press S. The **Services Not Provided** screen will be displayed (Figure 1-94). From this screen, you can view services that were not provided at the delivery point for this piece of equipment. You can also edit the description of a services not provided record.

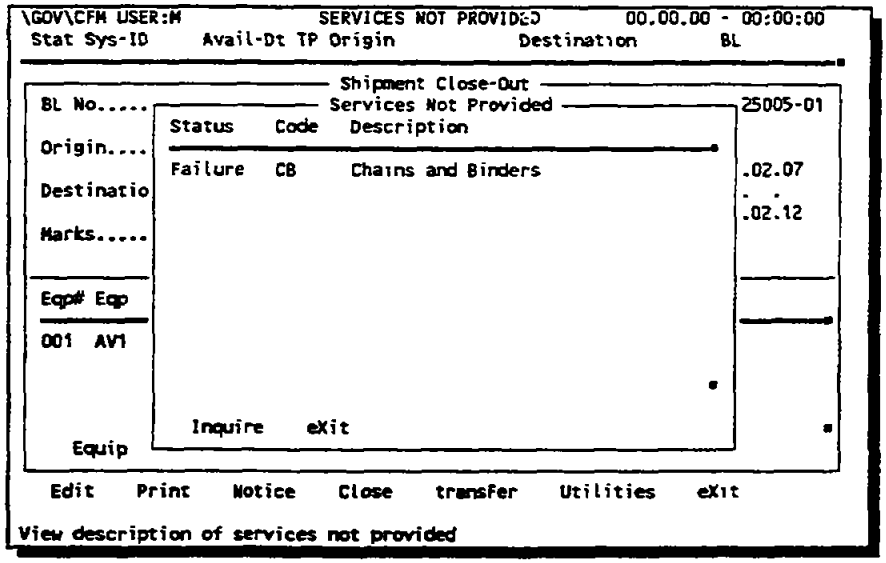


Figure 1-97. Services Not Provided screen.

Columns Displayed

The following columns of data are displayed on the **Services Not Provided** screen.

Screen Label	Description
Status	The status of the service. This field will read **Failure** if the service was not provided, or **OK** if it was provided.
Code	The services type code.
Description	A brief description of the service not provided.

Menu Options

The following menu options are available from the **Services Not Provided** screen.

Option	Description
Inquire	Displays a description of the service not provided.
Exit	Returns to the Shipment Close Out screen

Inquiring on a Service Not Provided

To view a description of a service that was not provided, highlight the service and press [I]. The **Services Not Provided Description** screen will be displayed (Figure 1-95). When you have finished viewing the description, press any key to return to the **Services Not Provided** screen.

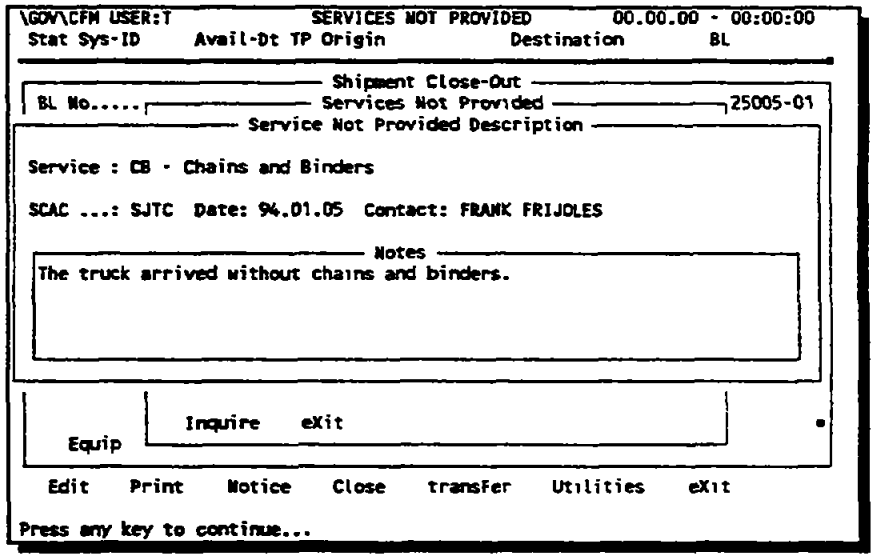


Figure 1-98. Service Not Provided Description.

Data Displayed

The following data fields are displayed on the **Services Not Provided Description** screen.

Screen Label	Description
Service	The service code and description for the service.

Screen Label	Description
SCAC	The SCAC for the carrier that was to provide the service.
Date	The date of the service failure.
Contact	The name of the person contacted at the carrier office.
Notes	User-entered notes about the service failure.

1.6.5.1.6 Closing All Equipment

If you wish to close out all equipment for a shipment with exactly the same information, you can close all equipment globally by pressing C. The **Global Equipment Close Out** screen will be displayed (Figure 1-96). To close out a shipment from this screen, you must enter information in the delivery window.

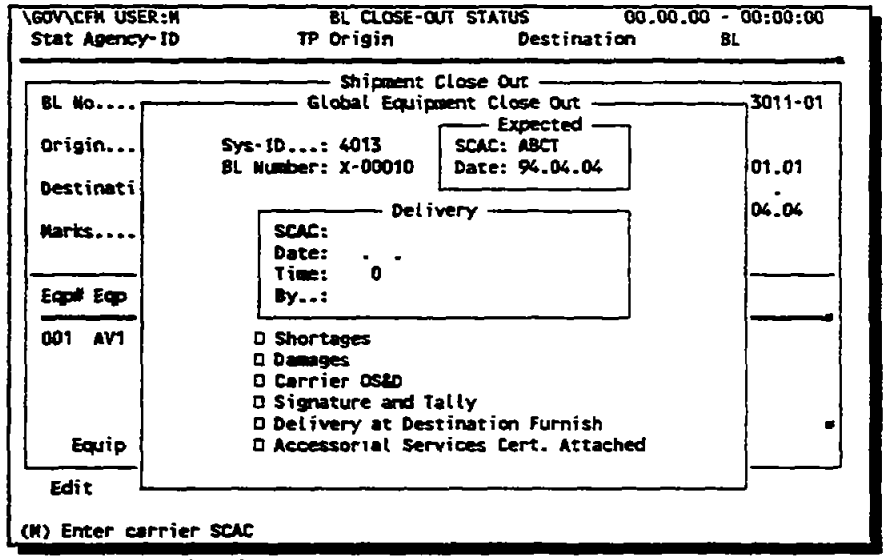


Figure 1-99. Global Equipment Close Out screen.

Data Elements

The following data elements are displayed on the **Global Equipment Close Out** screen.

Screen Label	Description
BL Number	The bill of lading number for this shipment.

Screen Label	Description
Sys-ID	The system identification number for this shipment.
Expected Window	
SCAC	The SCAC for the carrier entered on the BL. This is brought forward from the BL.
Date	The desired / required delivery date for this shipment. This is brought forward from the BL
Delivery Window	
SCAC	The SCAC for the delivering carrier. This is a mandatory user entry. There is a pick list available for partial or unknown entries.
Date	The delivery date. This is a mandatory user entry.
Time	The delivery time. This is a mandatory user entry
By	The name of the delivering carrier's agent.
Shortages	Enter an X here if there were any shortages in this shipment.
Damages	Enter an X here if there were any damages in this shipment.
Carrier OS&D	Enter an X here if a Carrier OS&D report is attached.
Signature and Tally	Enter an X here if a signature and tally form is attached.
Delivery at Destination Furnish	Enter an X here is delivery was furnished at the destination.
Accessorial Services Cert. Attached	Enter an X here if accessorial services certification is attached.

1.6.5.2 Cancelling a BL

If you choose to cancel the BL, the system will ask you to choose a BL cancellation code from a pick list of valid BL cancellation codes. The system stores the reason code and the date of cancellation as part of the BL log.

1.6.6 Transferring BL Data to the Host

BL data should be sent to the CFM Host as soon as possible after printing of a BL or a Correction Notice or after a shipment has been closed out. The **Transfer** menu option allows you to transfer data to the Host. The system automatically sends any shipment with a 5000 or 6000 status code. When Correction Notices are created, a previously-transferred BL reverts to a 5000 or 6000 status code. The transfer of the BL data to the CFM Host is a critical part of the pre-payment audit process for BLs. *You must transfer your BL data to the Host before archiving the shipment* You will not be allowed to archive a shipment unless the data has been transmitted to the Host. All shipments, whether closed or cancelled, will be sent to the Host.

1.6.6.1 Sending BL Data to the Host

To transfer BL data to the Host, press F for transfer, then press Y to confirm the operation. The process is almost fully automatic. You must only enter your *Host User ID and Password* when prompted. BL data is also sent to the Host whenever shipment requests are sent for rating and ranking.

As in the Ranking process described earlier in this Manual, the system creates a transfer file and maintains a transfer log, which can be printed out after the transfer is complete. All code 5000 and 6000 shipments are automatically sent — tagging is not required. The Host accepts each shipment record for validation and indicates this in the transfer document. After the first transfer has been completed, the Field Module changes the status code to 5200 or 6200.

1.6.6.2 Retrieving Shipment Acknowledgements From the Host

A second file transfer is required to obtain an acknowledgement from the CFM Host that BL data for all shipments with codes 5200 and 6200 were received and validated correctly. The Host validation process usually takes about an hour. You should connect to the Host sometime after at least an hour has passed to retrieve the shipments with codes 5200 and 6200.

During the completion of the second file transfer, each validation error is printed on the screen. (You must acknowledge the error by pressing any key.) The error is then recorded on the file transfer document.

1.6.6.3 Host Validations

While being processed on the Host, two validations of the BL data take place. The first process validates the transferred file for its compliance with Electronic Data Interchange (EDI) standards. The second validation checks each BL for its compliance with CFM edit checks

1.6.6.3.1 EDI Compliance

All BLs sent to the Host in a single file transfer are considered part of one file. A single acknowledgement or rejection of this file's EDI compliance is provided, regardless of the number of BLs included in the transfer. This file acknowledgement is called a 997 record

You will be able to identify 997 errors by looking at the file transfer report. Any 997 errors on a file transfer should be reported to the CFM Customer Support Hotline. BLs with errors become status code 5100 or 6100 shipments. Corrections should be made in each BL containing an error, and the correct data should then be transferred to the Host again.

BLs within a 997 error file that do not contain errors remain at status code 5200 or 6200. The next day, the Field Module will automatically change these 5200s and 6200s back to 5000 and 6000 so that they can be transferred to the CFM Host again. Simply send these shipments to the Host once again.

1.6.6.3.2 CFM Edit Check Compliance

The CFM edit check validation acknowledgement for each BL is called a 994 record. If a BL passes this edit check, the status code will automatically be set to 6500 for a closed out shipment and 5500 for a BL that has not been closed out. The 6500 status code means that the shipment is ready to archive. The 5500 means that the data was received and validated.

Any shipments with 994 validation errors drop to 5100 or 6100 status codes. The error codes for 994 validation are listed in the Appendix of this manual in Section 10.8 under Host Error Codes. Use this documentation if you are not sure how to correct the error. You must correct the errors (using the BL Correction Notice) and re-transfer to the CFM Host before the shipment can be closed out. Contact CFM Customer Support if Section 10.8 does not answer your questions about the validation errors or how to correct them.

1.6.6.4 File Transfer Report

The file transfer document can be viewed on the screen and printed in hard copy. If you encounter an error, you should print out the file transfer document to make it easier to correct the errors.

1.6.7 Utilities

To access Shipment Utilities, press U from the BL Maintenance List. The screen shown below will be displayed For more complete details, see Section 1.8.

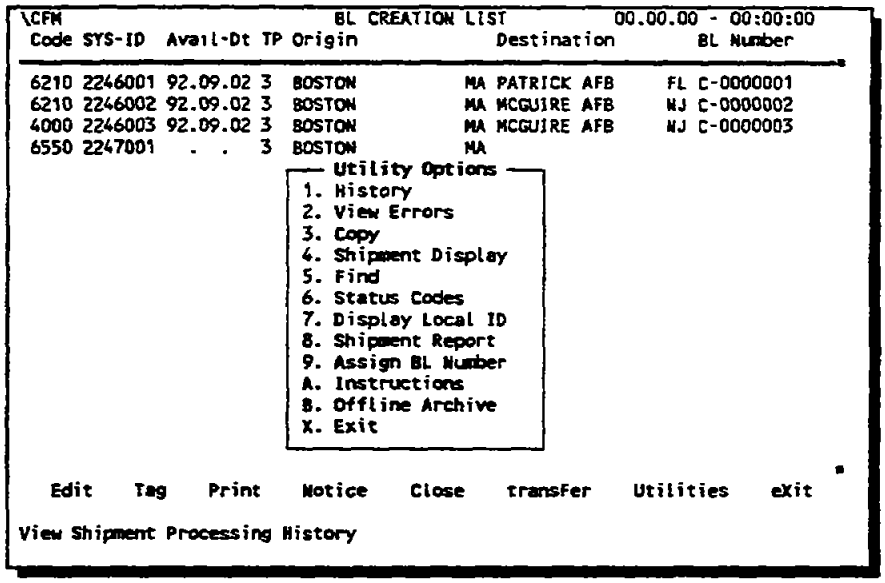


Figure 1-100. Shipment Utilities

1.6.7.1 Menu Options Available

The following options are available on the **Utility Options** menu.

Screen Label	Description
1. History	Displays a list of status code changes that have occurred for the currently highlighted shipment request. This list can be used to track who performed an action on a shipment and when it occurred.
2. View Errors	Displays any errors found by the system in the data entered for the currently highlighted shipment in a bright red screen.

Screen Label	Description
3. Copy	Copies the shipment request data from the currently highlighted shipment and creates a new shipment request.
4. Shipment Display	Displays additional detail information about the currently highlighted shipment.
5. Find	Searches and sorts the shipments on the list based on user-entered criteria.
6. Status Codes	Lists all the status codes used by the system along with a short description of each. The list always starts with the status code that matches the currently highlighted shipment.
7. Display Local ID	Toggles between System ID and Agency (local) ID on shipment list.
8. Shipment Report	Prints a report that lists all shipments in the system. It also lists the shipment status and tasks remaining for each shipment.
9. Assign BL Number	Assigns the next available BL number to the highlighted shipment.
A. Instructions	Inserts standard instructions for shipments.
B. Offline Archive	Sets the status code on the highlighted shipment to 6550, allowing shipments that have not been completely processed to be archived.
X. Exit	Returns to the previous list screen.

1.6.8 Exit to Shipment Processing List

When you have completed your work with BLs, press [X] for Exit to return to the Shipment Processing List.

1.7 Archiving and Restoring Shipments

Press [A] from the Shipment Processing List to access the Archiving function. This function is provided so that you may archive (store on disk or in another directory in your system) and restore from disk or another directory any shipments that have been completely processed. You will not be allowed to archive a shipment until you have transferred the BL data to the Host. Make sure that there is no further need to have these shipments online before you archive them. If you do discover a need for a shipment that has been archived, it only takes a minute or two to restore it. It is a good idea to carefully label all archive diskettes. You can print a list of diskette or directory contents using the Print option.

It is also possible to archive shipments that have not been completely processed by the CFM Field Module. Before you can archive these shipments, you must use the Utility menu option **Offline Archive**. This changes the status code of the shipment to 6550, indicating that it is ready to be archived. This option should only be used for shipments that cannot be fully processed on the CFM system, such as pre-pay and add shipments or shipments that need Commercial Bills of Lading.

1.7.1 Shipment Archiving List

After activating the Archive function, the **Shipment Archiving List** is displayed, shown in Figure 1-98. All shipments with BL numbers assigned are displayed on this list.

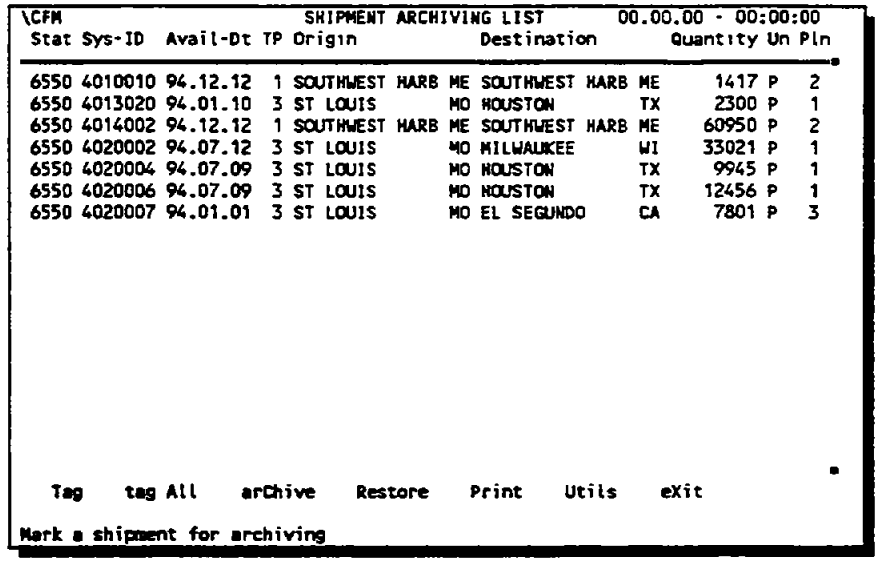


Figure 1-101. Archiving a Shipment

1.7.1.1 Columns Displayed on the Shipment Archiving List

Column	Description
Stat	A system assigned 4-digit code that indicates the current status of the each shipment. The status code is used by the system to determine if a shipment is ready the next level of processing. 6500 Ready for archiving 6510 Override shipment ready for archiving 6550 Offline archive shipment

Column	Description
SYS-ID or Agency-ID	**Sys-ID:** A system-assigned 7-character number that uniquely identifies this shipment to the system. The number is composed of these elements: Position 1 - The last digit of the current year. Positions 2-4 - The entry date of the shipment (in julian notation). Positions 5-7 - The sequence number on the day it was entered. **Agency-ID:** User-defined on the Shipment Request screen. *Note: The SYS-ID label can be temporarily replaced with your local Agency ID if you prefer. See the Shipment Utilities description (Section 1.8).*
Avail-Dt	The date the shipment is available for loading. The date is in the format YY.MM.DD.
Agency ID	May be displayed in place of SYS-ID and Avail-Dt. This is a local ID for your site.
TP	The Transportation Priority. Can be 1, 2, or 3. 1 is the highest priority.
Origin	The city and state of the shipment's origin.
Destination	The city and state of the shipment's final destination.
Quantity	The total quantity of this shipment.
Un	The unit of measure for the quantity. Generally, this is pounds, but can also be gallons or barrels.
Pln	The number of routing plans for this shipment.

1.7.1.2 Menu Options on the Shipment Archiving List

Option	Description
Tag	Mark the currently highlighted shipment for archiving or restoring.
Tag All	Mark *all* shipments for archiving or restoring.
Archive	Archive all tagged shipments to a diskette. Diskette may be in either drive A: or B:.
Restore	Restore shipments from a diskette to the CFM system.
Print	Print a list of all shipments on the diskette in drive A. or B:. You can look at the list on the screen or send it to a printer.
Utilities	Displays a menu of utility functions that allow you to: 1. Review the processing history of the currently highlighted shipment. 2. View errors found in the shipment data by the system. 3. Copy the data from the currently highlighted shipment to a create a new shipment. 4. Obtain a more detailed view of the currently highlighted shipment. 5. Search and sort the current list by user selected criteria. 6. Lists all the status codes used by the system along with a short description of each. 7. Toggles between System ID and Local ID on all shipment lists. 8. Produces a report that lists all shipments in the system. This report lists the shipment status and tasks remaining for each shipment. 9. Assign a BL number to a shipment. A. Add or edit Shipping instructions. B. Prepare shipments not completely processed by CFM for archiving.
Exit	Returns to the **Shipment Processing List.**

1.7.2 Archiving Shipments

Follow the steps below to archive shipment(s).

Step	Action	Result
1	Tag the shipments that you would like to archive by highlighting the shipment and pressing [T] to tag, or press [A] to tag all shipments.	The shipments are highlighted in yellow, and an arrowhead is displayed to the left of the tagged shipment(s).
2	Press [C] to activate the Archiving function.	You will be asked if you want to archive the tagged shipments.
3	Press [Y] for yes.	You will then be prompted to insert a diskette in drive A: or B: to receive the data.
4	**If you are archiving to a diskette,** press [Enter] to select drive A:, or use the [→] or your mouse to highlight B:, then press [Enter] if your disk is in drive B. **If you are archiving to a directory,** use the [→] to highlight **Other:**, then press [Enter]. You will then be prompted to enter the path for the directory where the shipments are to be archived. Type the path name, then press [Enter].	The tagged shipments will be archived to the diskette in the specified disk drive or to the specified directory. When the process has been completed, you will see a message indicating the archive is completed.
5	Press [Enter] to continue.	You will see messages saying that the system is Rebuilding, Performing Check, and Reindexing. You will then be returned to the Shipment Archiving List, and your archived shipment(s) are no longer displayed.

1.7.2.1 Labeling the Diskette

If you have archived the shipments to a diskette, it is a good idea to label the diskette on which you have just archived the shipments. You may want to include dates and/or BL numbers for reference. You can use the **Print** option to create a list of shipments on your disk.

1.7.3 Restoring Shipments to the CFM System

Restoring a shipment that you have previously archived is similar to the archiving process described above. If, for any reason, you need to restore a shipment that was previously archived, follow these steps:

Step	Action	Result
1	Press R from the Shipment Archiving List.	The Restore function is activated and you will be prompted to select the drive in which the archived data resides.
2	**If you are restoring from a diskette,** press Enter to select drive A:, or use the → or your mouse to highlight B:, then press Enter if your disk is in drive B. **If you are restoring from a directory,** use the → to highlight Other:, then press Enter. You will then be prompted to enter the path for the directory where the shipments are archived. Type the path name and press Enter.	A screen is displayed, shown in Figure 1-99, listing the shipments archived on the diskette.
3	Tag the shipments that you want to restore by highlighting the desired shipment, then pressing T. You can also press A to tag all shipments.	The shipments are highlighted in yellow, and an arrowhead is displayed to the left of the tagged shipment(s).

Step	Action	Result
4	Press R to restore the tagged shipments.	The shipments are removed from the list
5	Press X to exit from the Restore List.	The shipments are restored to your hard disk CFM system.
6	Press Enter to continue when you see the **Restore Completed!** message.	You are returned to the Shipment Archiving List, where your restored shipments have been added and displayed.

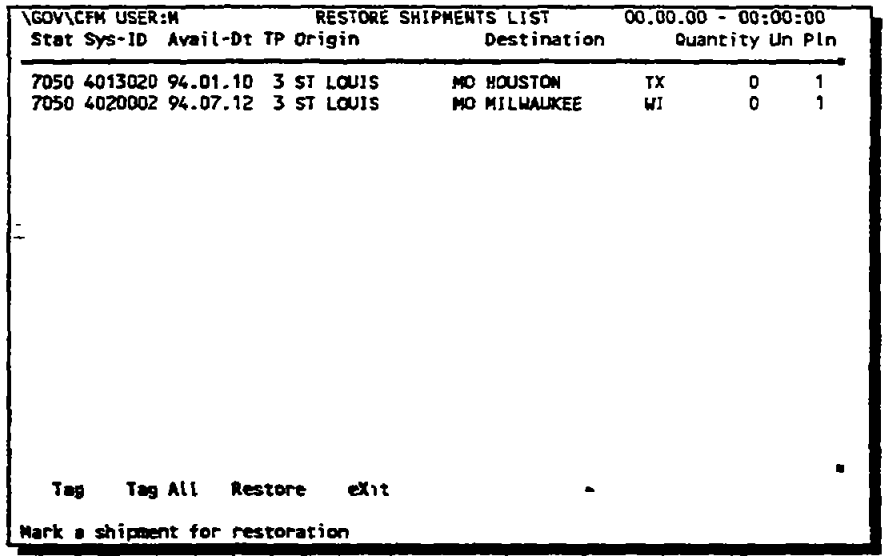


Figure 1-102. Shipment Restoring List.

1.7.4 Restoring a Shipment from CFM Version 3.X (Archive Update)

If you try to restore a shipment from an archive disk that was made using Version 3 of the CFM Field Module, you will see an error message that informs you that your archive disk is out of date. If you see this message, follow the steps below to update your disk to Version 4.00.

Step	Action	Result
1	Press X to exit until you completely exit the CFM Field Module.	The DOS prompt is displayed. You should be in the CFM program directory (C:\CFM)
2	Make sure you have a blank formatted disk available. If you do not, format a disk now.	A blank formatted disk is available.
3	Type **ARC3T4** at the DOS prompt, then press Enter.	The CFM Login screen is displayed.
4	Log in to CFM as usual, entering your Login ID and password.	The Archive Disk Update System Menu is displayed.
5	Press 1 to update your archive disk.	A message is displayed informing you that a blank formatted disk is required.
6	Press Enter to remove the message.	You are prompted to select a drive in which the archived data resides.
7	Press Enter to select drive A:, or use the → or your mouse to highlight B:, then press Enter if your disk is in drive B.	The archive update process begins. You will see messages informing you of the update progress.
8	You are prompted to insert the blank formatted disk into a drive. Select the correct drive letter and press Enter.	The second part of the archive update process begins. This may take a few minutes. You are then returned to the Archive Disk Update System Menu.
9	Press X to exit from the Archive Update system.	You are returned to the DOS prompt.

Step	Action	Result
10	Restart the CFM Field Module and log in as usual.	You will now be able to restore your shipment(s).

1.7.5 Printing an Archive Listing

If you need to view or print a list of archived shipments on a diskette, press [P] from the Shipment Archiving List You will be prompted to select the drive or enter the directory for which you would like an archive listing. If you are printing an archive listing from a diskette, use the arrow keys to highlight the A: or B. drive, then press [Enter].

If you are printing an archive listing from a directory, highlight **Other:** then press [Enter]. You will be prompted to enter the path name of the directory for which you would like an archive listing. Type the path name, then press [Enter].

You will then be prompted to view the file on the screen, printer, or both. Make your selection by pressing [1] for screen, [2] for printer, or [3] for both.

1.8 Shipment List Utilities

Press U on any shipment list screen to access the **Utility Options** menu. These functions are designed to provide you with some tools to aid in the processing of shipments.

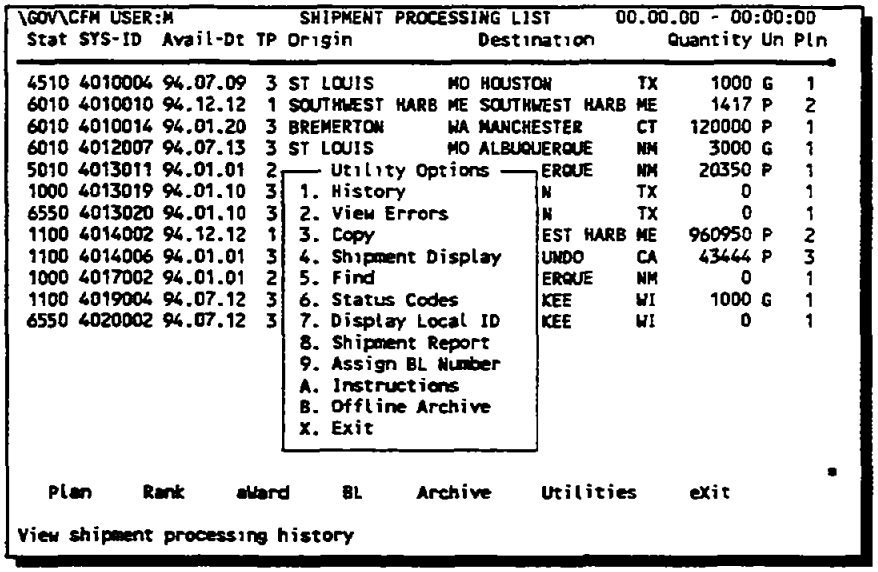


Figure 1-103. The Shipment List Utility Options Menu.

1.8.1 Menu Options

The following options are available on the **Utility Options** menu.

Screen Label	Description
1. History	Displays a list of status code changes that have occurred for the currently highlighted shipment request. This list can be used to track who performed an action on a shipment and when it occurred.
2. View Errors	Displays any errors found by the system in the data entered for the currently highlighted shipment in a bright red screen.
3. Copy	Copies the shipment request data from the currently highlighted shipment and creates a new shipment request.
4. Shipment Display	Displays additional detail information about the currently highlighted shipment.
5. Find	Searches and sorts the shipments on the list based on user-entered criteria.

Screen Label	Description
6. Status Codes	Lists all the status codes used by the system along with a short description of each. The list always starts with the status code that matches the currently highlighted shipment.
7. Display Local ID	Toggles between System ID and Agency (local) ID on shipment list.
8. Shipment Report	Prints a report that lists all shipments in the system. It also lists the shipment status and tasks remaining for each shipment.
9. Assign BL Number	Assigns the next available BL number to the highlighted shipment.
A. Instructions	Inserts standard instructions for shipments.
B. Offline Archive	Sets the status code on the highlighted shipment to 6550, allowing shipments that have not been completely processed to be archived.
X. Exit	Returns to the previous list screen.

1.8.2 Viewing Processing History of a Shipment

Press 1 on the **Utility Options** menu to display the **Shipment Processing History** screen. This screen allows you to view all the changes that have been made on the currently highlighted shipment As a shipment is processed each change in status code is written to a file recording the change, the date and time, and the User ID of the person making the change.

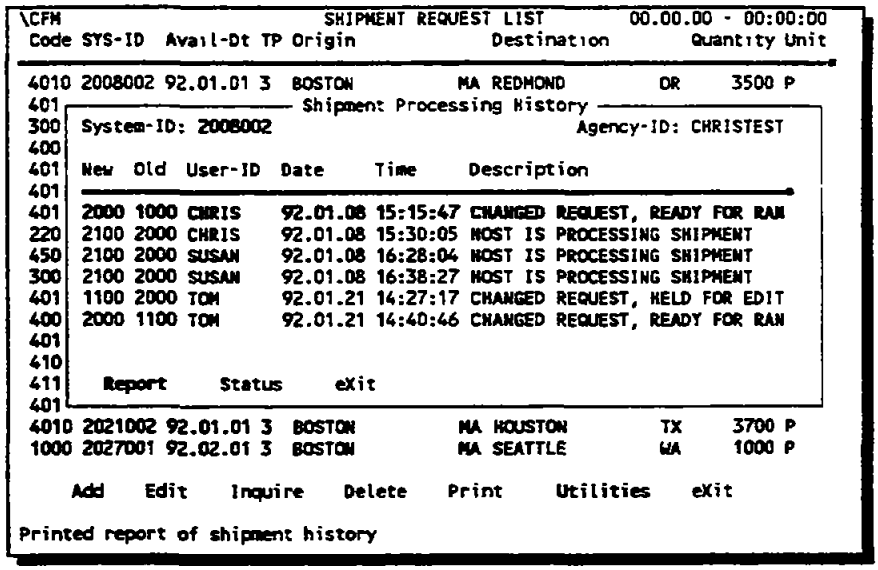


Figure 1-104. The Shipment Processing History screen.

1.8.2.1 Columns Displayed

The following columns of data are displayed for each change in the status of the currently highlighted shipment.

Screen Label	Description
System-ID	The System-ID number for the currently highlighted shipment on the shipment list.
Agency-ID	The Agency (local) ID number for the currently highlighted shipment on the shipment list.
New	The status code after the change.
Old	The status code before the change.
User-ID	User-ID of the person making the change to the shipment.
Date	The date the change was made

Screen Label	Description
Time	The time (24 hour military time) that the change was made.
Description	A short description of the change

1.8.2.2 Menu Options

The following menu options are available on the **Shipment Processing History** screen.

Option	Description
Report	Generate a report of the processing for this shipment. The report can be viewed, printed, or both.
Status	Display a list of status codes and their description
Exit	Return to the current shipment list screen.

1.8.3 Viewing Errors in Shipment Data

Press 2 on the **Utility Options** menu to view any errors the system has found in the shipment data for the highlighted shipment.

1.8.4 Copying a Shipment Request to a New Shipment

Press 3 on the **Utility Options** menu to create a new shipment from the currently highlighted shipment request. The system will ask you to confirm that a copy is desired. After confirmation, the system will automatically copy all shipment request data to the new shipment and leave the new shipment highlighted on the list. You must edit the new shipment request in order to make the changes needed for the new shipment before setting the status code for ranking.

1.8.5 Displaying Shipment Details

Use the arrow keys to highlight the desired shipment and press 4 on the **Utility Options** menu to access the **Shipment Detail** screen. The **Shipment Detail** screen allows you to view additional details for the currently highlighted shipment that are not on the list without accessing the **Shipment Request Entry** or **BL Edit** screens

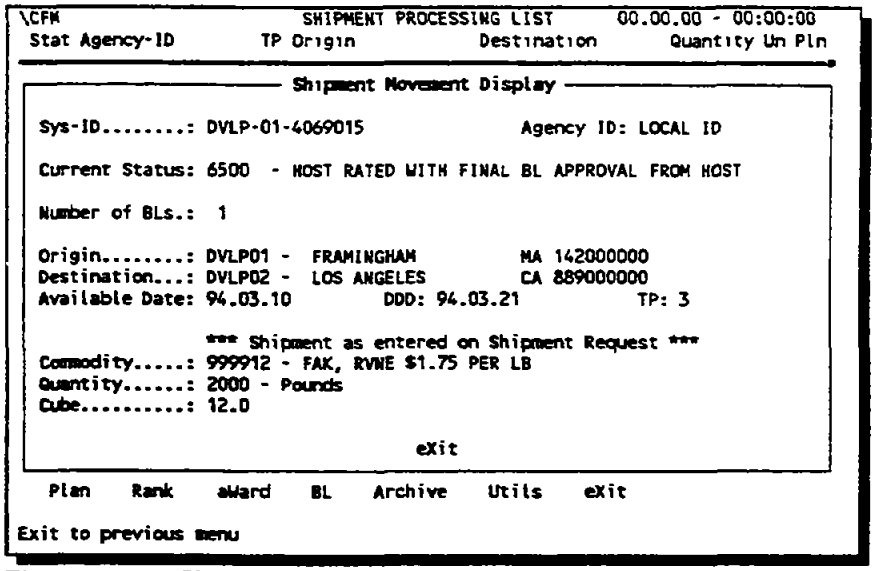


Figure 1-105. The Shipment Detail screen.

1.8.5.1 Fields Displayed

The following data is displayed for the currently highlighted shipment. Some fields may be empty if the shipment has not reached the stage of processing where they are completed.

Screen Label	Description
System-ID	The system generated shipment identifier.
Agency-ID	The locally assigned shipment identifier.
Technician	The technician number of the CFM Host Freight Rate technician who routed the shipment.
Status	The current status code of the shipment.
Origin	The origin address code and city name and SPLC.
Destination	The destination address code and city name and SPLC.
Avail Date	Date the shipment is available for pickup.
TP	Transportation Priority.

Screen Label	Description
DDD	Desired Delivery Date.
Commodity (requested)	Commodity classification code as entered on the shipment request.
Quantity (requested)	Quantity and unit of measure as entered on the shipment request.
Cube	Total cubic feet of the shipment as entered on the shipment request.
Flags	Special shipment flags as entered on the shipment request.
Commodity (rated)	Commodity classification code as rated.
Quantity (rated)	Quantity and unit of measure as rated.
Equipment	Equipment type code as rated
Services	Accessorial and protective services rated.
B/L No.	BL Number assigned.
SCAC	SCAC of awarded carrier.
Estimated Cost	Estimated cost as rated.

1.8.6 Using the Find Function to Search and Sort

Press 5 on the **Utility Options** menu to access the **Find Utility**. It is designed to allow you to select and sort any of the shipment lists according to user-defined criteria.

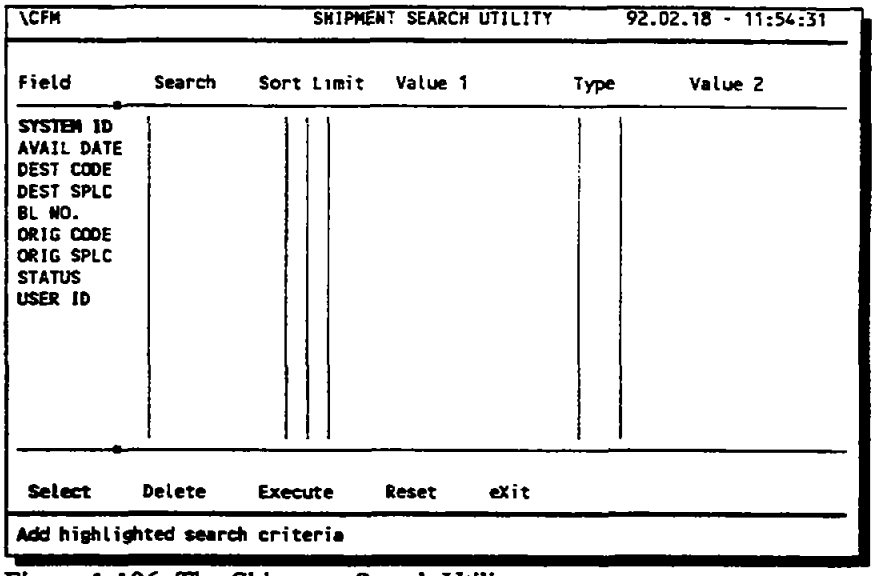


Figure 1-106. The Shipment Search Utility screen.

1.8.6.1 Columns Displayed

The following columns appear on the **Shipment Search Utility** screen.

Screen Label	Description
Field	This column represents fields found in the shipment database on which to search and sort the list. The field can be selected by using the arrow keys to highlight the field name and pressing S.
Search	This column represents search and sort fields that you have chosen. The system will execute the search and sort program in the order you enter them.
Sort	This column indicates whether you wish to sort the resulting list by the Search Field on this same line.
Limit	This column indicates whether to limit the resulting list by the criteria you have chosen.

Screen Label	Description
Value 1	This column contains the first limitation on the database for the selected field.
Type	This column describes the type of limitation on the selected field. The options indicate that the selected database field must be: = equal to Value 1 >= greater than or equal to Value 1 <= less than or equal to Value 1 > greater than Value 1 < less than Value 1 <-> outside the range of Value 1 and Value 2 >-< between the range of Value 1 and Value 2 $ contains Value 1 (case sensitive) **$N** contains Value 1 (non case sensitive)
Value 2	This columns describes the second limitation on the shipment database for the selected field. It is only entered when the Type column specifies a range of values are needed.

1.8.6.2 Menu Options

The following menu options are available on the **Find Utility** screen.

Option	Description
Select	Choose the highlighted database field in the **Field** column as a search and sort criteria. It will add the field to the **Search** column or allow the **Search** to be edited if already a part of the criteria. The system prompts you to fill in the rest of the columns for the selected field.
Delete	Remove the highlighted database field from the search and sort criteria. If it is not selected as a criteria, no action is taken.
Execute	Perform the search and sort on the shipment database and redraw the list.
Reset	Undo the search criteria and restore the complete shipment list.
Exit	Return to the shipment list without performing the search, but saves the search criteria.

1.8.6.3 Performing a Search

To execute a search and sort of a shipment list, perform the following steps:

Step	Action	Result
1	In the **Field** column, use the arrow keys to highlight the data element on which to perform a sort or search.	The data element is highlighted.
2	Press S to select that field as one of the criteria.	The system displays the data element in the **Search** column.
Note: The system will perform the search and sort based on the data elements in the order they are listed in the **Search** column.		
3	In the **Sort** column for the new data element, enter Y to indicate that the shipment list should be sorted on this data element. If no sort is desired, enter N. All sorts are in ascending order, that is, lowest value to highest value.	System accepts your entry and moves to the next field.
4	In the **Limit** column for the new data element, enter Y to indicate that the shipment list should be limited to shipments that contain a specific value or range of values for this data element. If no limit is desired, enter N.	System accepts your entry and moves to the next field.
5	In the **Value 1** column, enter the first value for the new data element that the shipment must match.	System accepts your entry and moves to the next field.

Step	Action	Result
6	In the **Type** column, enter the relationship between **Value 1** and the data element found in the shipment. The data element relationship must be one of the following boolean operators. = equal Value 1 >= greater than or equal to Value 1 <= less than or equal to Value 1 > greater than Value 1 < less than Value 1 <-> outside the range of Value 1 and Value 2 >-< between the range of Value 1 and Value 2 (inclusive) $ contains Value 1 (case sensitive) $N contains Value 1 (non case sensitive)	System accepts your entry and moves to the next field.
7	If the relationship entered in the **Type** column is a range of values, enter the second value for the new data element in the **Value 2** column. Otherwise, press Enter to move to the next field.	System accepts your entry and moves to the next field.
8	Repeat the process until all criteria for the search and sort have been placed in the **Search** column, in the order they are to be processed.	System accepts your entries and moves to the next field each time.
9	Press E to execute the search and sort of the shipment list.	The shipment list is displayed in sorted order, displaying only those shipments that match the limits.
10	To return to the regular unsorted shipment list, bring up the **Shipment Search Utility** screen and press R to reset the list.	The shipment list is returned to its former state.

1.8.7 Status Code Descriptions

Press [6] on the **Utility Options** menu to view the **Status Codes Descriptions** screen. This screen lists all status codes recognized by the system with a short description of the meaning of the code. The list starts with the status code matching the status code of the currently highlighted shipment on the list. You can scroll through the list and view any level status code. Press [X] (or any key) to return to the shipment list.

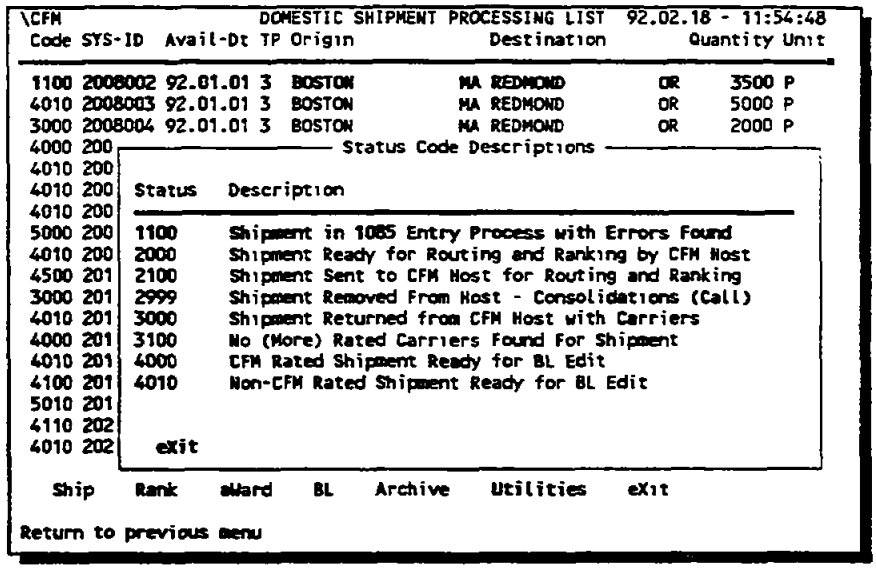


Figure 1-107. The Status Codes Descriptions screen.

1.8.8 Display the System ID / Agency ID

Press [7] to display the Agency ID instead of the System ID and Available Date fields or vice versa. The Agency ID will be displayed on shipment lists in place of these two fields. To toggle back to display of System ID and Available Date, go back to the Utility menu and press [7] again. You can select which is displayed by editing the Defaults in the Site Configuration.

1.8.9 Printing a Shipment Report

Press [8] on the Reports Menu to generate the Shipment Report. This report lists all shipments in the system and helps you manage the shipments in the Field Module. It lists the shipment status and tasks remaining for each shipment.

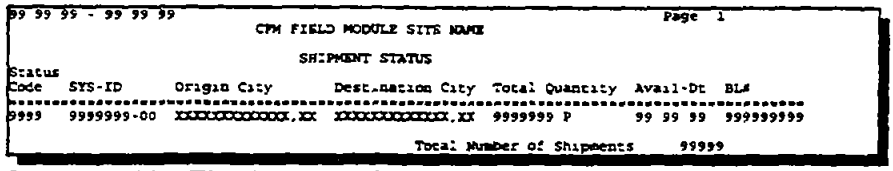


Figure 1-108. The Shipment Report.

1.8.9.1 Data Elements Displayed in the Report

The following data elements are displayed in the report.

Status of Shipment
System ID.
Origin City, State
Destination City, State
Flags - Hazmat (HAZ), Secret (S), Confidential (C), Security (I,II,III ,IV)
Total Quantity
Available Date for Shipping

1.8.9.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipplan
Sorted by ..... : Status + System ID
Groupings ..... : None
Summaries .... : Count of all Shipments
Note ..... : None
Limits ..... : None

1.8.10 Assign BL Numbers

Press [9] on the utilities menu to assign a BL number to the highlighted shipment. The system will confirm that you wish to assign a BL number. Press [Y] to confirm or [N] to cancel. A message notifying you of the BL number that has been assigned will be displayed if you select [Y]. You will also see a message telling you how many BL numbers are still available in the current block.

1.8.11 Inserting Shipping Instructions

Shipping Instructions can be added to a shipment by highlighting the shipment, then pressing [A] from the Utility Menu, then [I] from the Shipment Instructions screen. These instructions can then be printed. The instructions added are stored along with the shipment data. The screen shown below is displayed after pressing [I] to insert instructions.

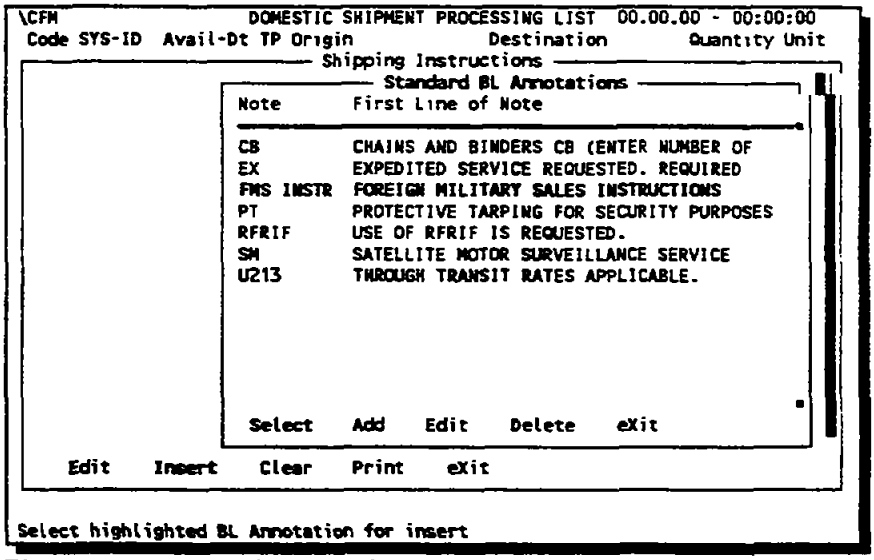


Figure 1-109. Inserting Shipping Instructions.

Highlight the desired instructions and press [S] to select. A message informs you that the information has been copied to the screen. Press [X] to exit, and you will see the instructions on the **Shipping Instructions** screen.

1.8.11.1 Editing the Shipping Instructions

Press [E] to edit the shipping instructions after inserting them. The screen will be displayed with yellow characters on a black background, indicating that the screen can now be edited. Replace all text surrounded by square brackets ([ ]) with the appropriate text.

To delete text, use the [Delete] key or highlight the text by holding down the [Shift] key and using the arrow keys to extend the highlight

block. Then press Delete. Press Tab to save your changes and exit the screen.

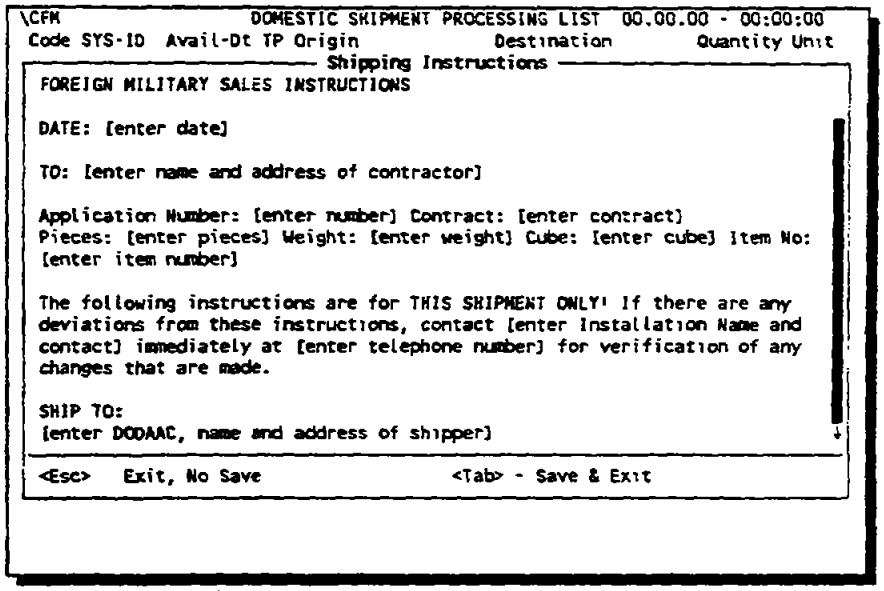


Figure 1-110. Editing the Shipping Instructions.

1.8.11.2 Printing the Instructions

After you have finished editing the instructions, you should print a copy. Press P from the Shipping Instructions screen to print the instructions. You will have a choice of viewing the report on the screen, sending it to the printer, or both. Select the appropriate number, and press Enter.

1.8.12 Prepare a Shipment Not Completely Processed by CFM for Archiving

To prepare an unfinished shipment for archiving, press B to set the status code to 6550. This will allow the shipment to be archived off the system. This option should only be used for shipments that cannot be completely processed through the Field Module.

WARNING: **Once you have used this option to set the status code to 6550, the shipment cannot be set back to a previous status code! Use care when using Offline Archive.**

block. Then press Delete. Press Tab to save your changes and exit the screen

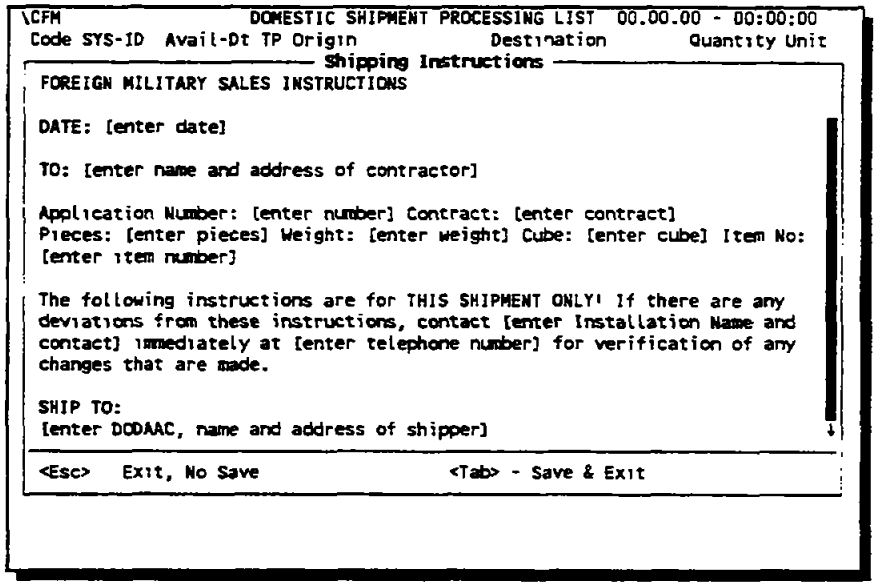


Figure 1-110. Editing the Shipping Instructions.

1.8.11.2 Printing the Instructions

After you have finished editing the instructions, you should print a copy. Press P from the Shipping Instructions screen to print the instructions. You will have a choice of viewing the report on the screen, sending it to the printer, or both. Select the appropriate number, and press Enter.

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WARNING: **Once you have used this option to set the status code to 6550, the shipment cannot be set back to a previous status code! Use care when using Offline Archive.**

1.9 How To Process a Shipment

In CFM Version 4.0 there are a number of ways to process a shipment. In addition to the basic shipment request, you can now easily create shipments that include multiple equipment requests. You can also create multiple routing plans for a shipment to compare the cost of shipping freight via different modes or equipment types. The following sections explain the steps in creating these different types of shipment requests.

1.9.1 Creating a Basic Shipment Request

There are two ways to create a basic shipment request in CFM Version 4.0:

1) Enter shipment unit data or select existing shipment units to build a shipment request. Origin, destination and shipment unit data are brought forward to the shipment request; you need only enter the remaining required shipment request data.

2) Enter shipment request data first, then enter shipment unit data or select existing shipment units to add to the shipment request.

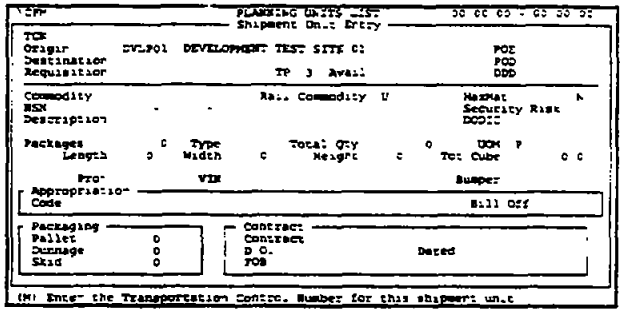
1.9.1.1 Building a Shipment Request from Shipment Units

To build a shipment request from shipment units, you must first enter the shipment unit data, or tag shipment units from a list of units that have been previously entered into the CFM system, or both. The data from these shipment units is then brought forward to the shipment request. Follow the steps below to build a shipment request from shipment units.

1.9.1.1.1 Entering/Selecting Shipment Units

The table below describes how to enter new shipment unit data and tag previously entered shipment units for inclusion in your shipment request.

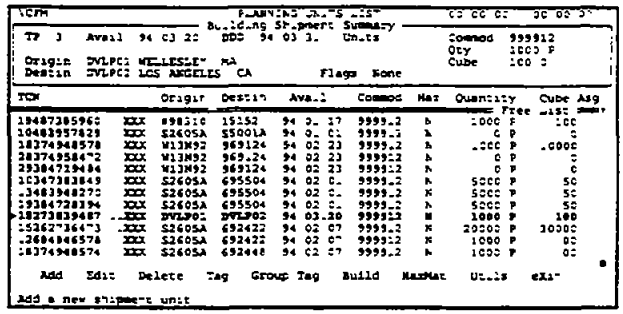
Step	Action	Result
1	Press P from the **Shipment Processing List** screen to plan a shipment.	The **Shipment Request List** screen is displayed.

Step	Action	Result
2	Press N from the **Shipment Request List** screen to access the shipment units.	The **Planning Units List** screen is displayed.
To build a shipment request from existing shipment units, skip to step 41. To add new shipment unit data, go to step 3.		
3	Press A to add a shipment unit.	The **Shipment Unit Entry** screen is displayed. 
4	Type the TCN for this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
5	Type the origin address code for this shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
6	If this is an export shipment, type the port of embarkation code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
7	Type the destination address code for this shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
8	If this is an export shipment, type the port of debarkation code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.

Step	Action	Result
9	Type the requisition number for this shipment unit, if desired, then press Enter.	System accepts your entry and moves to the next field.
10	Type the Transportation Priority code for this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
11	Type the date this shipment is available for pick up (YY.MM.DD). The date must be today's date or later, then press Enter.	System accepts your entry and moves to the next field.
12	Press Enter to accept the Desired Delivery Date, or you can change it to a date that is later than or equal to the Availability Date, then press Enter.	System accepts your entry and moves to the next field.
13	Type the commodity code for this shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
14	If this is a rail shipment, type the UFC commodity code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
15	Type a **Y** in this field if this shipment unit contains hazardous materials, then press Enter. If it does not, press Enter to accept the default of **N** for **No.** (For complete instructions on the additional information required for a hazardous materials shipment, see the section entitled Hazardous Material Detail.)	System accepts your entry and moves to the next field.
16	Type the NSN (National Stock Number) for this shipment unit, if desired, then press Enter.	System accepts your entry and moves to the next field.
17	If this shipment unit has a security risk, type the security risk code, then press Enter. If it does not, leave this field blank.	System accepts your entry and moves to the next field.

Step	Action	Result
18	If desired, type a short description of the shipment unit, then press Enter.	System accepts your entry and moves to the next field.
19	If necessary, type the DODIC or NALS associated with the NSN entered above, then press Enter.	System accepts your entry and moves to the next field.
20	Type the number of packages in this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
21	Type the container code for this shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field
22	Type the total quantity of the shipment unit being shipped, then press Enter.	System accepts your entry and moves to the next field.
23	Type the unit of measure for the total quantity (**P** for pounds, **G** for gallons, **B** for barrels), then press Enter.	System accepts your entry and moves to the next field.
24	Type the length (in inches) of one package, then press Enter.	System accepts your entry and moves to the next field.
25	Type the width (in inches) of one package, then press Enter.	System accepts your entry and moves to the next field.
26	Type the height (in inches) of one package, then press Enter.	System accepts your entry and moves to the next field.
27	Type the total cubic feet for this shipment unit, then press Enter, or simply press Enter to accept the system's calculation.	System accepts your entry and moves to the next field.
28	If necessary, type the 3-character project code for this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
29	If the package type is **VE** or **VO**, type the Vehicle ID Number, then press Enter.	System accepts your entry and moves to the next field.

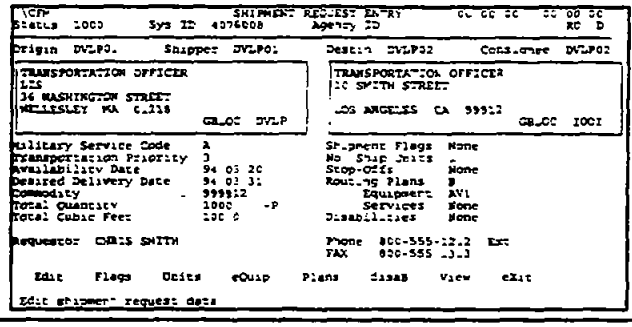
Step	Action	Result
30	If the package type is **VE** or **VO**, type the Bumper Number, then press Enter.	System accepts your entry and moves to the next field.
31	Type the Appropriation TAC code or Fund Cite code, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
32	Type the address code for the billing office for the appropriation, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
33	Type the pallet weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.
34	Type the dunnage weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.
35	Type the skid weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.
36	If necessary, type the contract number (PIIN) this shipment unit is being shipped against, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
37	If necessary, type the delivery order number, then press Enter.	System accepts your entry and moves to the next field.
38	If necessary, enter the effective date of the contract or delivery order (YY.MM.DD), then press Enter.	System accepts your entry and moves to the next field.
39	Type the FOB point for the freight, then press Enter. (A pick list is available by typing an asterisk.)	System prompts you to save the shipment unit.

Step	Action	Result
40	Press [Y] to save the shipment unit data	The shipment unit is added to the **Planning Units List** and is automatically tagged for inclusion in this shipment request The Building Shipment Summary (top portion of the **Planning Units List** screen) is updated with the shipment unit information 
If you need to enter additional shipment units, repeat steps 3 - 40. To build a shipment from only the shipment unit(s) you have just entered, skip to step 1 in Section 1.9 1.1.2, below. To tag previously entered shipment units for building, go to step 41.		
41	To select a previously entered shipment unit for inclusion on this shipment, highlight the desired shipment unit on the **Planning Units List** and press [T] to tag it.	The shipment unit is tagged and the Building Shipment Summary (top portion of the **Planning Units List** screen) is updated with the shipment unit information.
If you wish to continue tagging shipment units, repeat step 41, or use the Group Tag option to tag multiple shipment units. For complete information on using Group Tag, see the section entitled Tagging a Group of Shipment Units.		

1.9.1.1.2 Building the Shipment Request

Follow the steps below to build your shipment request from the shipment units that are currently tagged on the Planning Units List.

Step	Action	Result
1	Once you have entered and/or tagged all desired shipment units, press [B] to build the shipment.	The system asks you to confirm that you want to build a shipment from all tagged shipment units.

Step	Action	Result
2	Press Y to confirm.	The **Shipment Request Entry** screen is displayed and the shipment unit data brought forward to the shipment request. 
3	You must now enter the Agency ID for the shipment request. Press E to edit the shipment request.	The cursor resides in the **Agency ID** field.
4	Enter the Agency ID, then press Enter. You may also edit any of the other shipment request data, if necessary. Tab to the fields you wish to edit and make your changes. When you have finished editing the request, press Page Down.	The shipment request is ready to be checked for errors and saved.
5	Press V to check the shipment request for errors.	If errors are found, you must correct them by adding or changing the information indicated in the error message. If no errors are found, press Enter to continue.
6	Press X to exit the shipment request entry process.	If errors are found, you will see a message indicating information that is missing or discrepant. Press 2 to continue editing the request and correct the errors, then press X to exit. If no errors are found, you will see a list of save options. Select the appropriate save option. (Usually 1 to save and set for ranking.)

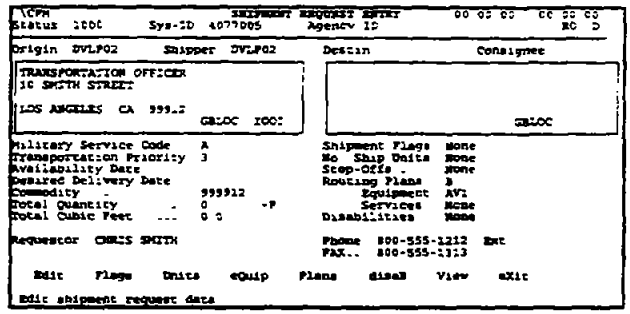
Step	Action		Result
7	**If you want to...**	**Then press...**	**Result**
	Save the shipment request and set the status code for ranking by the Host	1 (Save and Set for Ranking).	Shipment request is saved, and status code becomes 2000.
	Come back to this shipment request later and make changes or add information	2 (Hold for Later Editing).	Shipment request is saved, and status code becomes 1000.
	Bypass the process of sending the shipment request to the Host (you will be rating this shipment manually)	3 (Print and Override to BL).	Shipment request is saved. You are asked whether you would like to print the shipment request on a 1085. (If you select <Yes>, you will have the option of viewing the 1085 on the screen, sending it to the printer or both.) After selecting an option, the status code becomes 4010.
	Continue to make changes to the shipment request	4 (Continue Editing Request).	You return to the shipment request.
	Exit from the shipment request *without saving any of the information you just entered*	X (Exit without Saving Changes).	No shipment request data is saved.

1.9.1.2 Starting with a Shipment Request

To create a shipment by adding shipment units to a completed shipment request, first enter the request data. Then, either choose shipment units from a list of previously entered but unassigned shipment units, or enter new shipment units for this shipment.

1.9.1.2.1 Entering the Shipment Request Data

Follow the steps in the table below to enter the shipment request data for your shipment.

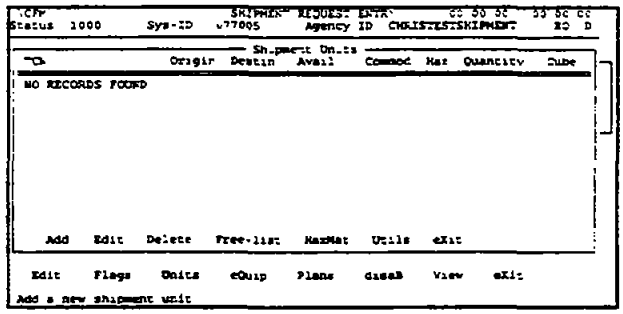
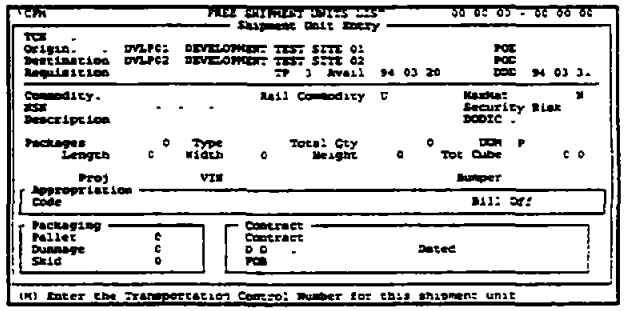
Step	Action	Result
1	Press P from the **Shipment Processing List** screen to plan a shipment.	The **Shipment Request List** screen is displayed
2	Press A from the **Shipment Request List** screen to add a shipment request.	The **Shipment Request Entry** screen is displayed. 
3	Press E to edit the shipment request.	The cursor resides in the **Agency ID** field.
4	Type the Agency ID for this shipment, then press Enter.	System accepts your entry and moves to the next field.
5	Type the Route Order type code for this shipment, then press Enter.	System accepts your entry and moves to the next field.
6	Type the origin address code for this shipment, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
7	Type the shipper (consignor) address code for this shipment, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.

Step	Action	Result
8	Type the destination address code for this shipment, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field
9	Type the consignee address code for this shipment, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
10	Type the military service code for the branch sponsoring this movement.	System accepts your entry and moves to the next field.
11	Type the transportation priority for this shipment, then press Enter, or simply press Enter to accept the default of 3.	System accepts your entry and moves to the next field.
12	Type the date this shipment is available for pickup (YY.MM.DD.), then press Enter. The date must be today's date or later.	System accepts your entry and moves to the next field
13	Press Enter to accept the Desired Delivery Date as calculated by the system, or change it to a date that is later than or equal to the Availability Date, then press Enter.	System accepts your entry and moves to the next field.
14	Type the commodity code for this shipment, then press Enter. (A pick list is available by typing an asterisk.) You can also leave this field blank and let the system complete it with the shipment unit data.	System accepts your entry and moves to the next field.
15	Type the total quantity of the shipment unit being shipped, then press Enter. You can also leave this field blank and let the system complete it with the shipment unit data.	System accepts your entry and moves to the next field.

Step	Action	Result
16	Type the unit of measure for the total quantity (P for pounds, B for barrels, or G for gallons), then press Enter.	System accepts your entry and moves to the next field.
17	Type the total cubic feet for all shipment units in this shipment, then press Enter. You can also leave this field blank and let the system complete it with the shipment unit data.	System accepts your entry and moves to the next field.
18	Type the name of the person creating this shipment request, then press Enter.	System accepts your entry and moves to the next field.
19	Type the phone number of the person creating this shipment request, then press Enter.	System accepts your entry and moves to the next field.
20	If necessary, type the extension for the requestor's phone number, then press Enter.	System accepts your entry and moves to the next field.
21	Type the FAX phone number for the requestor, then press Enter.	Shipment request is displayed. You are now ready to add shipment units to the shipment.

1.9.1.2.2 Adding the Shipment Units and Completing the Request

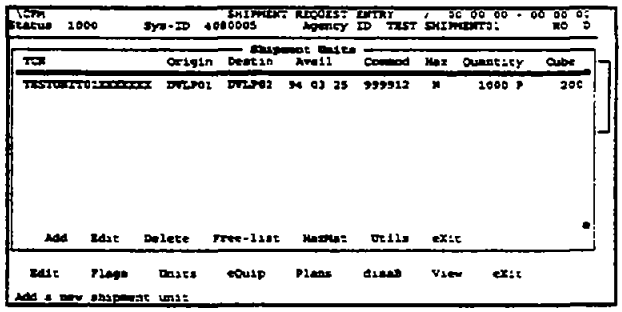
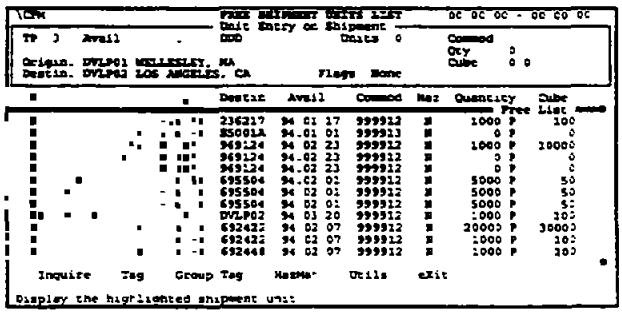
Follow the steps in the table below to add shipment units to the shipment request you have just entered.

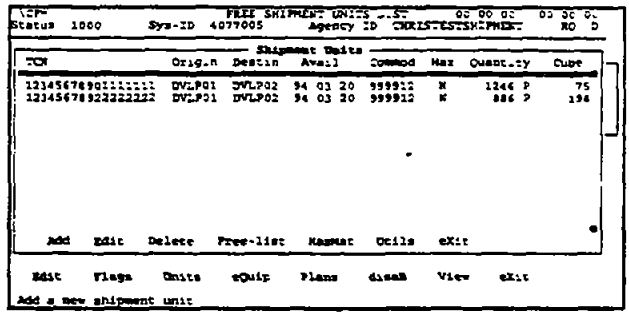
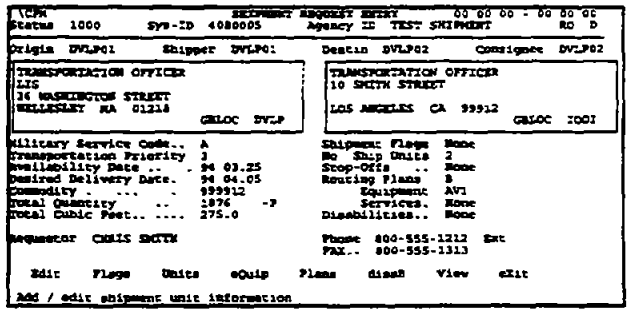
Step	Action	Result
1	Press U to access the **Shipment Units** screen.	The **Shipment Units** screen is displayed. 
To add previously entered shipment units to this shipment, skip to step 40. To enter new shipment unit data, go to step 2.		
2	Press A to add a shipment unit.	The **Shipment Unit Entry** screen is displayed. 
3	Type the TCN for this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
4	Press Enter to accept the origin address brought forward from the shipment request. If the origin address is different, type the origin address code, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.

Step	Action	Result
5	If this is an export shipment, type the port of embarkation code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
6	Press Enter to accept the destination address code brought forward from the shipment request. If the destination address is different, type the destination address code, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
7	If this is an export shipment, type the port of debarkation code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
8	Type the requisition number for this shipment unit, if desired, then press Enter.	System accepts your entry and moves to the next field.
9	Type the Transportation Priority code for this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
10	Press Enter to accept the Availability Date brought forward from the shipment request. If the availability date is different, type the date the shipment is available for pickup, then press Enter.	System accepts your entry and moves to the next field.
11	Press Enter to accept the Desired Delivery Date, or you can change it to another date that is equal to or later than the Availability Date, then press Enter.	System accepts your entry and moves to the next field.
12	Type the commodity code for this shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.

Step	Action	Result
13	If this is a rail shipment, type the UFC code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
14	Type a **Y** in this field if this shipment unit contains hazardous materials, then press Enter. If it does not, press Enter to accept the default of **N** for **No.** (For complete instructions on the additional information required for a hazardous material shipment, see the section entitled Hazardous Material Detail.)	System accepts your entry and moves to the next field
15	Type the NSN (National Stock Number) for this shipment unit, if desired, then press Enter.	System accepts your entry and moves to the next field.
16	If this shipment unit has a security risk, type the security risk code, then press Enter. If it does not, leave this field blank.	System accepts your entry and moves to the next field.
17	If desired, type a short description of the shipment unit, then press Enter.	System accepts your entry and moves to the next field.
18	If necessary, type the DODIC or NALS associated with the NSN entered above, then press Enter.	System accepts your entry and moves to the next field.
19	Type the number of packages in this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
20	Type the container code for this shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
21	Type the total quantity of the shipment unit being shipped, then press Enter.	System accepts your entry and moves to the next field.
22	Type the unit of measure for the total quantity (**P** for pounds, **B** for barrels, **G** for gallons), then press Enter.	System accepts your entry and moves to the next field.

Step	Action	Result
23	Type the length (in inches) of one package, then press Enter.	System accepts your entry and moves to the next field.
24	Type the width (in inches) of one package, then press Enter.	System accepts your entry and moves to the next field
25	Type the height (in inches) of one package, then press Enter.	System accepts your entry and moves to the next field.
26	Type the total cubic feet for this shipment unit, then press Enter, or simply press Enter to accept the system's calculation.	System accepts your entry and moves to the next field.
27	If necessary, type the 3-character project code for this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
28	If the package type is VE or VO, type the Vehicle ID Number, then press Enter.	System accepts your entry and moves to the next field.
29	If the package type is VE or VO, type the Bumper Number, then press Enter.	System accepts your entry and moves to the next field.
30	Type the Appropriation TAC code or the Fund Cite code, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
31	Type the address code for the billing office for the appropriation, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
32	Type the pallet weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.
33	Type the dunnage weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.
34	Type the skid weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.

Step	Action	Result
35	If necessary, type the contract number (PIIN) this shipment unit is being shipped against, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field
36	If necessary, type the delivery order number, then press Enter.	System accepts your entry and moves to the next field.
37	If necessary, enter the effective date of the contract or delivery order (YY.MM.DD), then press Enter.	System accepts your entry and moves to the next field.
38	Type the FOB point for the freight, then press Enter. (A pick list is available by typing an asterisk.)	System prompts you to save the shipment unit.
39	Press Y to save the shipment unit data.	The shipment unit is added to the shipment and appears on the **Shipment Units** screen. 
If you need to enter additional shipment units, repeat steps 2 - 39. If you are finished adding/tagging shipment units for this shipment request, skip to step 43. To tag previously entered shipment units for this shipment, go to step 40.		
40	To view a list of previously entered shipment units that have not been assigned to a shipment, press F to access the **Free Shipment Units List**.	The **Free Shipment Units List** screen is displayed. 

Step	Action	Result
41	To select a free shipment unit for inclusion on this shipment, highlight the desired shipment unit, then press T to tag it.	The unit is tagged and the Unit Entry on Shipment data (displayed on the top portion of the **Free Shipment Units List** screen) is updated with the shipment unit information.
If you wish to continue tagging shipment units, repeat step 41, or use the Group Tag option to tag multiple shipment units. For complete information on using Group Tag, see the section entitled Tagging a Group of Shipment Units.		
42	When you have finished tagging the shipment units you wish to add to this shipment, press X to exit the **Free Shipment Units List** screen.	The tagged units are added to the shipment and are displayed on the **Shipment Units** screen. 
43	Press X to exit the **Shipment Units** screen.	The shipment request is displayed on the **Shipment Request Entry** screen with the shipment unit data brought forward. It is now ready to be checked for errors and saved. 
44	Press V to check the shipment request for errors.	If errors are found, you must correct them by adding or changing the information indicated in the error message. If no errors are found, press Enter to continue.

Step	Action		Result
45	Press [X] to exit the shipment request entry process.		If errors are found, you will see a message indicating information that is missing or discrepant. Press [2] to continue editing the request and correct the errors, then press [X] to exit If no errors are found, you will see a list of save options. Select the appropriate save option (Usually [1] to save and set for ranking.)
46	**If you want to...**	**Then press...**	**Result**
	Save the shipment request and set the status code for ranking by the Host	[1] (Save and Set for Ranking).	Shipment request is saved, and status code becomes 2000.
	Come back to this shipment later and make changes or add information	[2] (Hold for Later Editing).	Shipment request is saved, and status code becomes 1000.
	Bypass the process of sending the shipment request to the Host (you will be rating this shipment manually)	[3] (Print and Override to BL).	Shipment request is saved. You are asked whether you would like to print the shipment request on a 1085. (If you select <Yes>, you will have the option of viewing the 1085 on the screen, sending it to the printer or both.) After selecting an option, the status code becomes 4010.
	Continue to make changes to the shipment request	[4] (Continue Editing Request).	You return to the shipment request.
	Exit from the shipment request *without saving any of the information you just entered*	[X] (Exit without Saving Changes).	No shipment request data is saved.

1.9.2 Creating a Multiple Equipment Shipment

CFM Version 4.0 automates the process of creating a shipment request requiring multiple equipment to move the freight. There are three ways to create a multiple equipment shipment in CFM Version 4.0:

1) Begin by entering or tagging all shipment units you wish to include in the shipment, then enter the remaining shipment request data. Next, create equipment requests for all equipment needed for the shipment, then assign the shipment units to the appropriate equipment.

2) Enter the shipment request data first, then enter the data for each shipment unit, or select previously entered shipment units to add to the shipment request. Next, create equipment requests for all equipment needed for the shipment, then assign the shipment units to the appropriate equipment.

3) First, enter the shipment request data and create equipment requests for all equipment needed for the shipment. Then add the shipment units to each piece of equipment (either by entering the data or by selecting from a list of previously entered shipment units).

1.9.2.1 Building a Multiple Equipment Shipment from Shipment Units

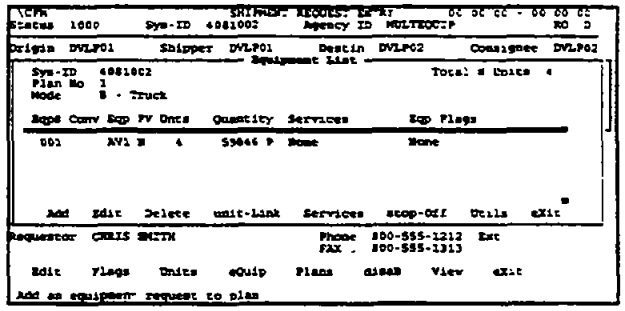
To build a multiple equipment shipment from shipment units, first enter the shipment unit data or tag shipment units from a list previously entered but unassigned units. The shipment unit data is brought forward to the shipment request; you need only enter the remaining required shipment request data. Next, create equipment requests for all equipment required to move the freight. All shipment units are initially assigned to the first piece of equipment, so you must then re-assign the units to the proper equipment. The **Copy** and **Autoload** functions are helpful in this process if you need to create several identical equipment requests, then load each equipment in the same way with identical shipment units. (For complete information on using Autoload, see Autoload in the section entitled Equipment Unit Link List Utility Options.)

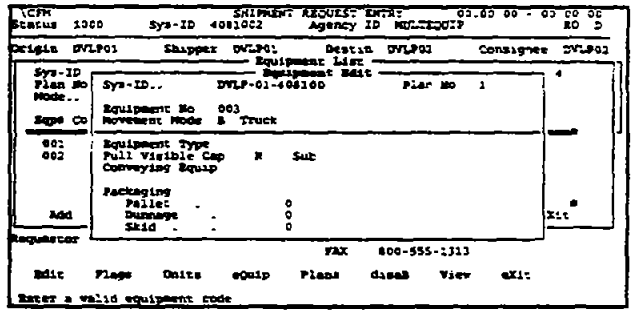
1.9.2.1.1 Building the Shipment Request

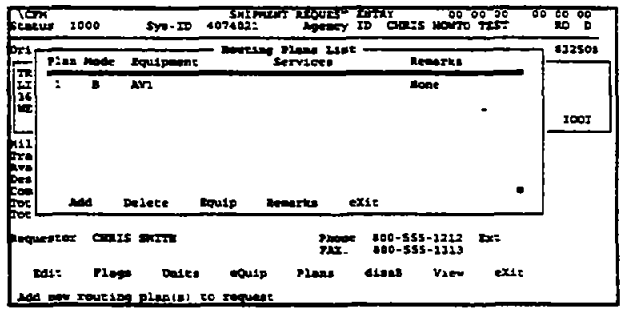
Follow steps 1 through 41 in Section 1.9.1.1.1 and steps 1 through 4 in Section 1.9.1.1.2 to build the shipment request.

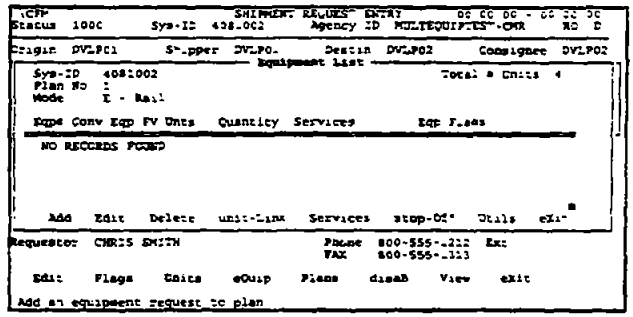
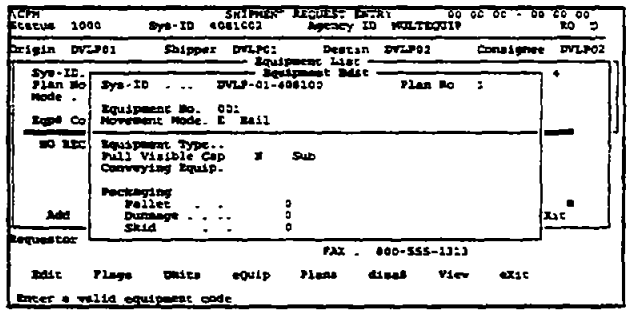
1.9.2.1.2 Creating Equipment Requests

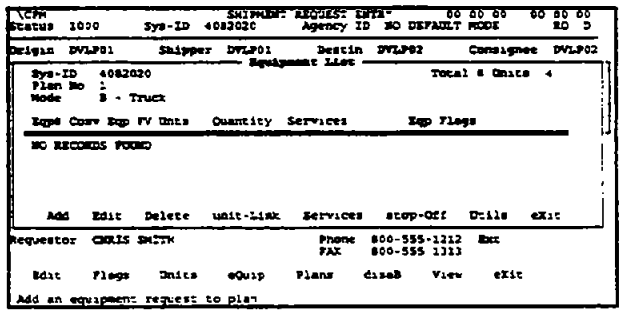
Follow the steps in the table below to create multiple equipment requests.

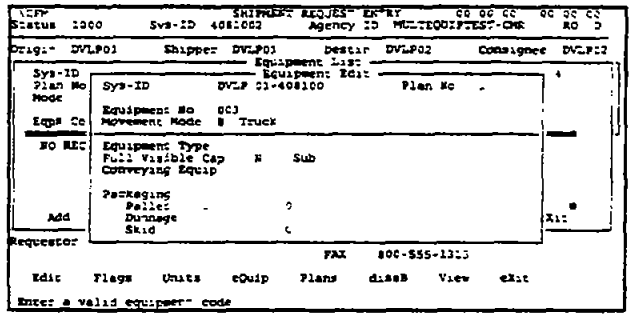
Step	Action	Result
1	**If...**	**begin with step...**
	there is a default mode set for your system and the equipment you are requesting matches the default mode,	2.
	there is a default mode set for your system but the equipment you are requesting is of a *different* mode,	16.
	there is no default mode set for your system,	31
2	From the **Shipment Request Entry** screen, press Q to access the **Equipment List** for this shipment.	The **Equipment List** screen is displayed. If there is a default equipment type set for your system, all shipment units are loaded on Equipment 001. If not, the list reads **NO RECORDS FOUND**. 
3	**If...**	**then...**
	you need to request additional equipment that is identical to Equipment 001,	go to step 4 to use the **Copy** function.
	you need to request additional equipment that is different from Equipment 001, or there is no default equipment type set for your system,	skip to step 7.
	you do not want to request the default type of equipment,	press D to delete the default Equipment 001, press Y to confirm the deletion, then skip to step 7 to create a request for the proper equipment.

Step	Action	Result
4	Highlight the equipment you wish to copy, then press U to access the Utilities Options.	The **Utilities Options** menu is displayed.
5	Press 1 to copy the highlighted equipment request.	A small pop-up window is displayed asking how many copies you wish to make.
6	Type the number of copies, then press Enter.	The **Equipment List** is displayed with the new equipment added.
To create additional equipment requests that are different from the ones you've just created, go to step 7. If you are finished creating equipment requests, go to Section 1.9.2.1.3, to reassign shipment units to other equipment in the shipment.		
7	Press A to add an equipment request.	The **Equipment Edit** screen is displayed. 
8	Type the equipment code for the type of equipment you are requesting, then press Enter. The equipment type must be valid for the mode. (A pick list of valid equipment codes is available by typing an asterisk.)	System accepts your entry and moves to the next field.
9	Type Y, then press Enter if the equipment will be loaded to full visible capacity, or simply press Enter to accept the default of **N** for **No**.	System accepts your entry and moves to the next field.
10	If this piece of equipment is being conveyed on another vehicle, enter the equipment number of the conveying vehicle then press Enter. If not, leave this field blank.	System accepts your entry and moves to the next field.

Step	Action	Result
11	If applicable, type the pallet weight (in pounds) for this equipment, then press Enter.	System accepts your entry and moves to the next field.
12	If applicable, type the dunnage weight (in pounds) for this equipment, then press Enter.	System accepts your entry and moves to the next field
13	If applicable, type the skid weight (in pounds) for this shipment, then press Enter.	The system prompts you to confirm that you want to save the equipment request.
14	Press Y to confirm.	The equipment is added to the **Equipment List**.
15	**If...**	**then...**
	you need to add additional equipment requests that are different from the ones already entered,	repeat steps 7 through 14.
	you need to create shipment requests that are identical to one displayed on the **Equipment List**,	follow steps 4 through 6 above to use the **Copy** function.
	you are finished creating equipment requests,	skip to Section 1.9.2.1.3 to reassign shipment units to other equipment in the shipment.
16	Press P to access the **Routing Plans List**. This is where you will change the mode for the equipment you are requesting.	The **Routing Plans List** is displayed. 
17	Press D to delete the default plan.	The system asks you to confirm the deletion.
18	Press Y to confirm the deletion.	The plan is deleted.
19	Press A to add a new plan with the proper movement mode.	The **Movement Modes** list is displayed.

Step	Action	Result
20	Highlight the desired mode, then press S to select it.	The new mode is listed for Plan One on the **Routing Plans List** screen.
21	Press E to access the **Equipment List** for this shipment.	The **Equipment List** is displayed. 
22	Press A to add an equipment request.	The **Equipment Edit** screen is displayed. 
23	Type the equipment code for the type of equipment you are requesting, then press Enter. The equipment type must be valid for the mode. (A pick list of valid equipment codes is available by typing an asterisk.)	System accepts your entry and moves to the next field.
24	Type a **Y** if the equipment will be loaded to full visible capacity, then press Enter, or simply press Enter to accept the default of **N** for **No**.	System accepts your entry and moves to the next field.

Step	Action	Result
25	If this piece of equipment is being conveyed on another vehicle, enter the equipment number of the conveying vehicle, then press Enter. If not, leave this field blank.	System accepts your entry and moves to the next field.
26	If applicable, type the pallet weight (in pounds) for this equipment, then press Enter.	System accepts your entry and moves to the next field.
27	If applicable, type the dunnage weight (in pounds) for this equipment, then press Enter.	System accepts your entry and moves to the next field
28	If applicable, type the skid weight (in pounds) for this equipment, then press Enter.	The system prompts you to confirm that you want to save the equipment request
29	Press Y to confirm.	The **Equipment List** is displayed with the new equipment added.
30	**If...**	**then...**
	you need to create additional equipment requests that are identical to one displayed on the **Equipment List**,	follow steps 4 through 6 above to use the **Copy** function.
	you need to request a different type of equipment,	repeat steps 22 through 29.
	you are finished creating equipment requests,	skip to Section 1.9.2.1.3 to reassign shipment units to the other equipment in the shipment.
31	Press Q to add an equipment request.	The **Movement Modes** list is displayed.
32	Highlight the desired mode for this shipment, then press S to select it.	The **Equipment List** is displayed with the chosen mode listed in the **Mode** field. 

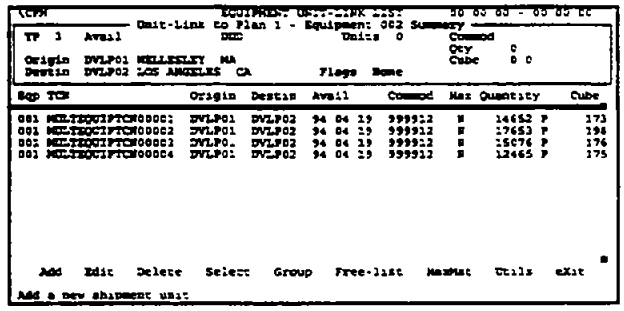
Step	Action	Result
33	Press A to add an equipment request.	The **Equipment Edit** screen is displayed. 
34	Type the equipment code for the equipment you are requesting, then press Enter. The equipment type must be valid for the mode. (A pick list of valid equipment types is available by typing an asterisk.)	System accepts your entry and moves to the next field.
35	Type a **Y** if the equipment will be loaded to full visible capacity, then press Enter, or simply press Enter to accept the default of **N** for **No.**	System accepts your entry and moves to the next field.
36	If this piece of equipment is being conveyed on another vehicle, enter the equipment number of the conveying vehicle, then press Enter. If not, leave this field blank.	System accepts your entry and moves to the next field.
37	If applicable, type the pallet weight (in pounds) for this equipment, then press Enter.	System accepts your entry and moves to the next field.
38	If applicable, type the dunnage weight (in pounds) for this equipment, then press Enter.	System accepts your entry and moves to the next field.
39	If applicable, type the skid weight (in pounds) for this equipment, then press Enter.	The system prompts you to confirm that you want to save this equipment request.
40	Press Y to confirm.	The **Equipment List** is displayed with the new equipment added.

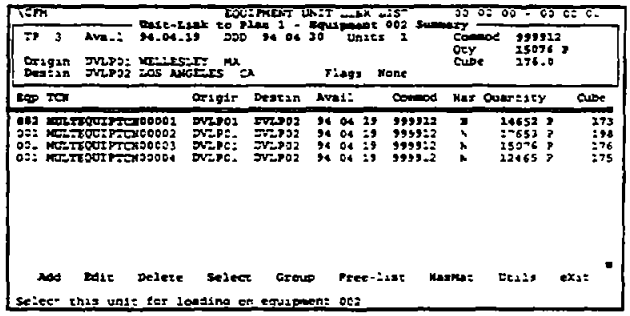
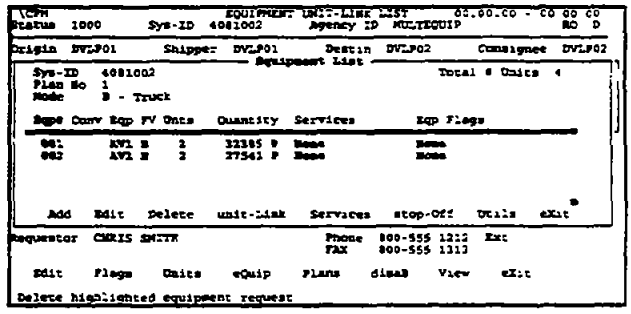
Step	Action	Result
41	If...	then...
	you need to create additional equipment requests that are identical to one displayed on the **Equipment List**,	follow steps 4 through 6 above to use the **Copy** function.
	you need to request a different type of equipment,	repeat steps 33 through 40.
	you are finished creating equipment requests,	go to Section 1.9.2.1.3 to reassign shipment units to other equipment in the shipment

1.9.2.1.3 Assigning Shipment Units to Equipment

Follow the steps in the table below to reassign shipment units from Equipment 001 to other equipment in the shipment.

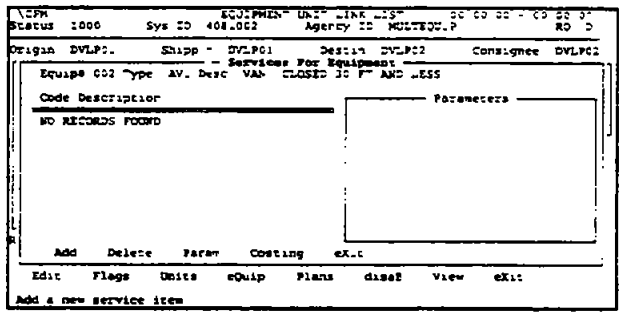
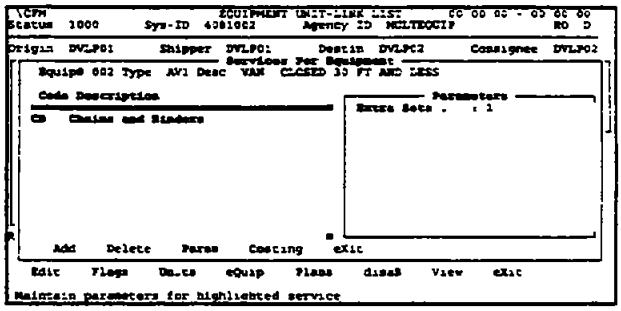
Step	Action	Result
1	Highlight the equipment to which you wish to reassign shipment units, then press L.	The **Equipment Unit-Link List** screen is displayed. All shipment units appear on this list with the equipment number for each unit listed in the **Eqp** column.

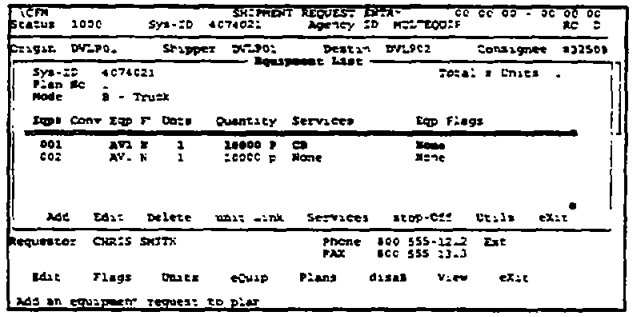


Step	Action	Result
2	Use the ↑ or ↓ to highlight the unit you wish to assign to the current piece of equipment. Press S to select it.	The shipment unit is now assigned to the current piece of equipment and the number in the **Eqp** column changes to the current equipment number. The **Unit Link to Plan 1 - Equipment Summary** information is updated with the new shipment unit data. 
If you need to reassign additional units to the current piece of equipment, repeat step 2. If not, go to step 3.		
3	When you have finished, press X to exit the **Equipment Unit-Link List** screen for the current piece of equipment.	The **Equipment List** is displayed with the units re-assigned. 
4	**If...**	**then...**
	you need to reassign shipment units to other equipment on the list,	return to step 1 in this section.
	you need to request shipment services for equipment on the list,	go to Section 1.9.2.1.4.
	you need to edit stop-off data for equipment on the list,	skip to Section 1.9.2.1.5.
	you are finished maintaining equipment for this shipment,	skip to Section 1.9.2.1.6.

1.9.2.1.4 Requesting Shipment Services

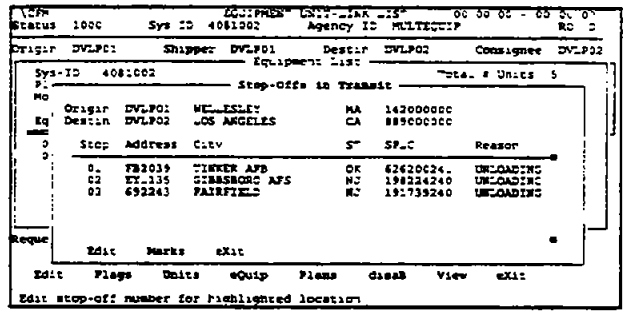
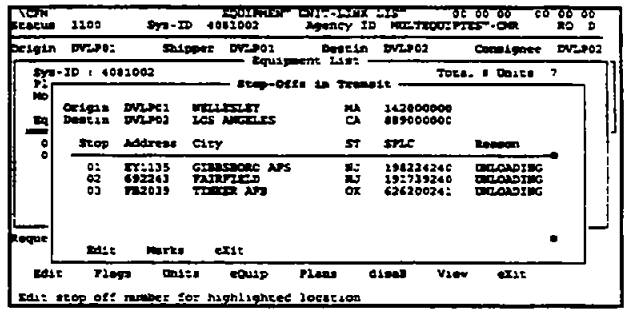
Follow the steps below to request shipment services for equipment.

Step	Action	Result
1	To request a shipment service for equipment, highlight the desired equipment on the **Equipment List**, then press S.	The **Services for Equipment** screen is displayed 
2	Press A to add a service.	The **Service Edit** pop-up window is displayed.
3	Type the service type code for the service you are requesting, then press Enter. The service type code must be valid for the equipment mode. (A pick list of valid service type codes is available by entering an asterisk.)	The service code, description and applicable costing parameters are displayed on the **Services for Equipment** screen. 
4	If you need to adjust the costing parameter for the service, highlight the service, then press P.	The parameter field becomes editable.
5	Make your changes, then press Enter.	The new costing parameter is displayed.
If you need to request another service for this equipment, repeat steps 2 through 5		

Step	Action	Result
6	When you have finished requesting services for the current equipment, press [X] to exit the **Services for Equipment** screen.	The **Equipment List** screen is displayed with the service(s) added in the **Services** column. 
7	**If...**	**then...**
	you need to request services for other equipment in this shipment,	return to step 1 in this section.
	you need to edit stop-off data for equipment in this shipment,	go to Section 1.9.2.1.5.
	you are finished maintaining the equipment for this shipment,	skip to Section 1.9.2.1.6.

1.9.2.1.5 Editing Stop-Off Data

Follow the steps in the table below to change the sequence number for a stop-off, or add marks and annotations for a stop-off.

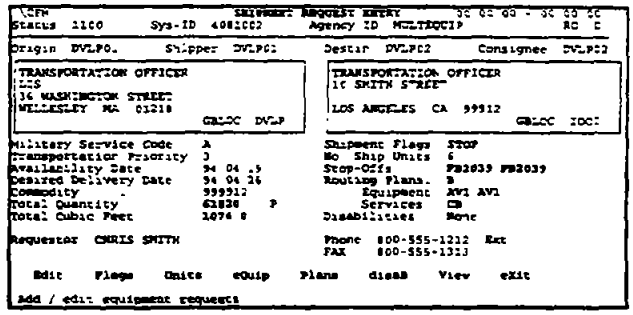
Step	Action	Result
1	Highlight the equipment on the **Equipment List** for which you need to edit stop-off data, then press O.	The stop-offs for the selected equipment are displayed on the **Stop-Offs in Transit** screen. 
2	**If...**	**go to step...**
	you need to change the sequence number for a stop-off,	3.
	you need to add marks and annotations for a stop-off,	6.
3	Highlight the stop-off for which you need to change the sequence number, then press E to edit it.	The **Stop-Off Detail** window is displayed.
4	Type the new stop-off number, then press Enter.	The **Stop-Off in Transit** screen is displayed. The stop-offs are listed in the new sequence. 

Step	Action	Result
5	**If...**	**then...**
	you need to edit the sequence number for another stop-off for this equipment,	repeat steps 3 and 4.
	you need to add marks and annotations for a stop-off for this equipment,	go to step 6
	you are finished maintaining stop-off data for this equipment,	skip to step 18.
6	Highlight the stop-off for which you need to add marks and annotations, then press M.	The **Stop-Off Text** window is displayed.
7	**If...**	**go to step...**
	you need to edit or add original text for this stop-off,	8.
	you need to insert standard BL text for this stop-off,	11.
8	To edit or add original text for the stop-off, press E.	The **Stop-Off Text** window becomes editable.
9	Type the text, then press Tab when you are finished.	The text is added for the stop-off.
10	**If...**	**go to step...**
	you need to insert standard BL text for this stop-off,	11.
	you need to clear all text for this stop-off,	15.
	you are finished maintaining marks and annotations text for this stop off,	17.
11	To insert standard BL annotation text, press I.	The **Standard Annotations** window is displayed.
12	Highlight the desired standard annotation, then press S to select it.	The system confirms that the annotation has been copied to the stop-off text.
13	Press Enter to continue.	The **Standard Annotations** window is displayed.
If you wish to continue adding standard annotations text for this stop-off, repeat steps 11 through 13. If you are finished adding standard annotations text for this stop-off, go to step 14.		

Step	Action	Result
14	When you have finished adding standard annotations text for this stop-off, press X.	The new text is added in the **Stop-Off Text** window
If you need to clear all marks and annotations text for this stop-off, go to step 15. If you are finished maintaining marks and annotations text for this stop-off, skip to step 17.		
15	To clear all marks and annotations text for this stop-off, press C.	The system asks you to confirm that you want to clear the text.
16	Press Y to confirm.	The text is deleted.
17	When you have finished maintaining marks and annotations text for this stop-off, press X to exit the **Stop-Off Text** window.	The **Stop-Offs in Transit** screen is displayed.
If you need to add marks and annotations text for another stop-off for this equipment, return to step 6 in this section.		
18	When you are finished maintaining stop-off data for this equipment, press X to exit the **Stop-Offs in Transit** screen.	The **Equipment List** is displayed.
19	**If...**	**then...**
	you need to edit stop-off data for other equipment in this shipment,	return to step 1 in this section.
	you are finished maintaining the equipment data for this shipment,	go to Section 1.9.2.1.6.

1.9.2.1.6 Exiting the Equipment List and Completing the Shipment Request

Follow the steps in the table below to exit the **Equipment List** and complete the shipment request.

Step	Action	Result
1	When you have finished requesting equipment, assigning shipment units and maintaining service and stop-off data, press X to exit the **Equipment List**.	The **Shipment Request Entry** screen is displayed. The shipment unit, equipment, services and stop-off information is brought forward. 
2	Press V to check the shipment request for errors.	If errors are found, you must correct them by adding or changing the information indicated in the error message. If no errors are found, press Enter to continue.
3	Press X to exit the shipment request entry process.	If errors are found, you will see a message indicating information that is missing or discrepant. Press 2 to continue editing the request and correct the errors, then press X to exit. If no errors are found, you will see a list of save options. Select the appropriate option. (Usually 1 to save and set for ranking.)

Step	Action		Result
4	If you want to...	Then press...	Result
	Save the shipment request and set the status code for ranking by the Host,	1 (Save and Set for Ranking)	Shipment request is saved, and status code becomes 2000.
	Come back to this shipment request later and make changes or add information,	2 (Hold for Later Editing).	Shipment request is saved, and status code becomes 1000.
	Bypass the process of sending the shipment request to the Host (you will be rating this shipment manually),	3 (Print and Override to BL).	Shipment request is saved. You are asked whether you would like to print the shipment request on a 1085. (If you select <Yes>, you will have the option of viewing the 1085 on the screen, sending it to the printer or both.) After selecting an option, the status code becomes 4010.
	Continue to make changes to the shipment request,	4 (Continue Editing Request).	You return to the shipment request.
	Exit from the shipment request *without saving any of the information you just entered,*	X (Exit without Saving Changes).	No shipment request data is saved.

1.9.2.2 Creating a Multiple Equipment Shipment by Starting with a Shipment Request

Begin with Section 1.9.1.2.1 steps 1 through 21 and Section 1.9.1.2.2 steps 1 through 43 to enter shipment request data and add shipment units. Then, to request equipment, reassign shipment units, and maintain service and stop-off data. see Sections 1.9.2.1.2 through 1.9.2.1.6.

1.9.2.3 Creating a Multiple Equipment Shipment by Adding Shipment Units After Equipment Requests are Entered

To create a multiple equipment shipment in this way, first enter the shipment request data, then create equipment requests for all equipment

necessary for this shipment. Next, add or select the shipment units you wish to ship on each piece of equipment.

1.9.2.3.1 Entering the Shipment Request

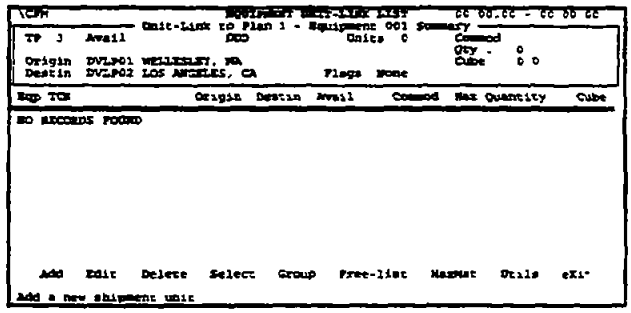
Follow steps 1 through 21 in Section 1.9.1.2.1 to enter the shipment request data.

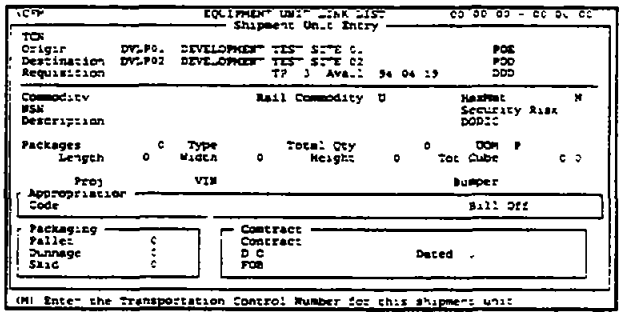
1.9.2.3.2 Creating Equipment Requests

Follow steps 1 through 41 in Section 1.9.2.1.2 to request equipment for the shipment.

1.9.2.3.3 Adding Shipment Units

Follow the steps in the table below to add shipment units for each piece of equipment in the shipment.

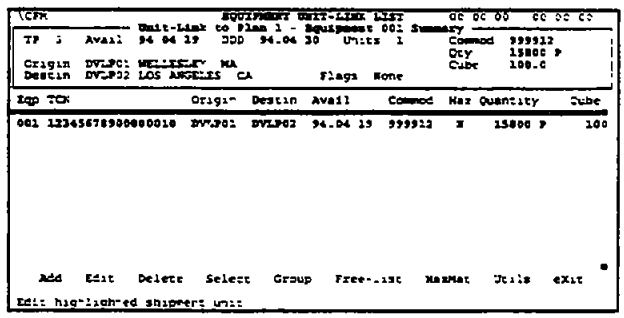
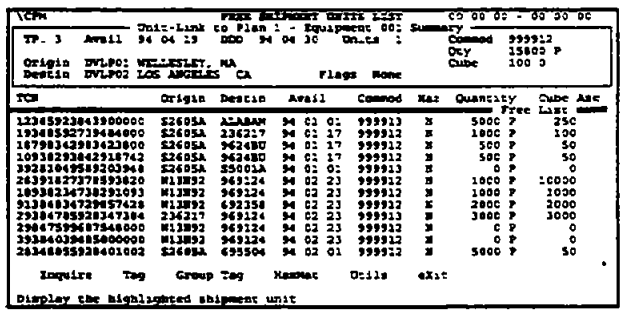
Step	Action	Result
1	Highlight the equipment to which you wish to add shipment units, then press L.	The **Equipment Unit-Link List** is displayed. 
To select from a list of previously entered shipment units, skip to step 41. To enter new shipment unit data, go to step 2.		

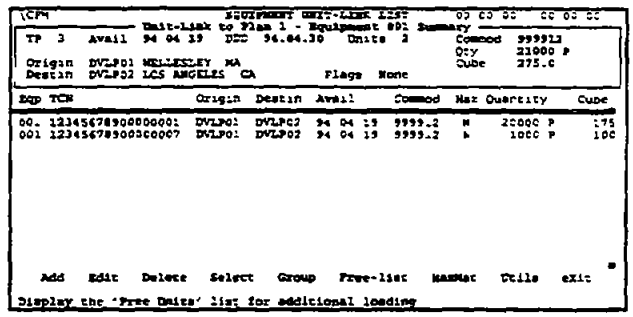
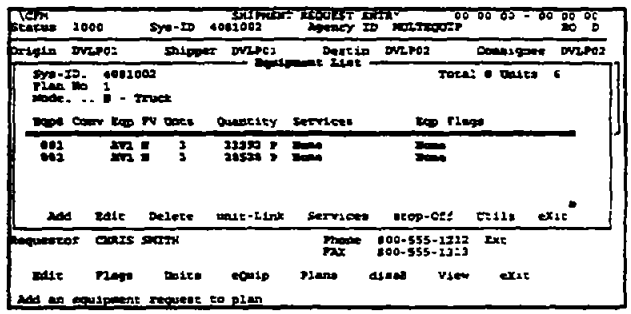
Step	Action	Result
2	Press A to add a shipment unit	The **Shipment Unit Entry** screen is displayed. 
3	Type the TCN for this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
4	Press Enter to accept the origin address brought forward from the shipment request. If the origin address is different, type the origin address code, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
5	If this is an export shipment, type the port of embarkation code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
6	Press Enter to accept the destination address code brought forward from the shipment request. If the destination address is different, type the destination address code, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
7	If this is an export shipment, type the port of debarkation code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
8	Type the requisition number for this shipment unit, if desired, then press Enter.	System accepts your entry and moves to the next field.

Step	Action	Result
9	Type the Transportation Priority code for this shipment unit, then press Enter.	System accepts your entry and moves to the next field
10	Press Enter to accept the Availability Date brought forward from the shipment request. If the availability date for this shipment unit is different, type the availability date, then press Enter.	System accepts your entry and moves to the next field.
11	Press Enter to accept the Desired Delivery Date as calculated by the system, or change it to another date that is later than or equal to the Availability Date, then press Enter.	System accepts your entry and moves to the next field.
12	Type the commodity code for this shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
13	If this is a rail shipment, type the UFC code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
14	Type a Y in this field if this shipment unit contains hazardous materials, then press Enter. If it does not, press Enter to accept the default of N for No. (For complete instructions on the additional information required for a hazardous materials shipment, see the section entitled Hazardous Material Detail.)	System accepts your entry and moves to the next field.
15	Type the NSN (National Stock Number) for this shipment unit, if desired, then press Enter.	System accepts your entry and moves to the next field.
16	If this shipment unit has a security risk, type the security risk code, then press Enter.	System accepts your entry and moves to the next field.

Step	Action	Result
17	If desired, type a short description of the shipment unit, then press Enter.	System accepts your entry and moves to the next field.
18	If necessary, type the DODIC or NALS associated with the NSN entered above, then press Enter.	System accepts your entry and moves to the next field.
19	Type the number of packages in this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
20	Type the container code for this shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
21	Type the total quantity of the shipment unit being shipped, then press Enter.	System accepts your entry and moves to the next field.
22	Type the unit of measure for the total quantity (P for pounds, B for barrels, G for gallons), then press Enter	System accepts your entry and moves to the next field.
23	Type the length (in inches) of one shipment unit, then press Enter.	System accepts your entry and moves to the next field.
24	Type the width (in inches) of one shipment unit, then press Enter.	System accepts your entry and moves to the next field.
25	Type the height (in inches) of one shipment unit, then press Enter.	System accepts your entry and moves to the next field.
26	Type the total cubic feet for this shipment unit, then press Enter, or simply press Enter to accept the system's calculation.	System accepts your entry and moves to the next field.
27	If necessary, type the 3-character project code for this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
28	If the package type is VE or VO, type the Vehicle ID Number, then press Enter.	System accepts your entry and moves to the next field.

Step	Action	Result
29	If the package type is VE or VO, type the Bumper Number, then press Enter.	System accepts your entry and moves to the next field.
30	Type the Appropriation TAC code or the Fund Cite code, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
31	Type the address code for the billing office for the appropriation, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
32	Type the pallet weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field
33	Type the dunnage weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.
34	Type the skid weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.
35	If necessary, type the contract number (PIIN) this shipment unit is being shipped against, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
36	If necessary, type the delivery order number, then press Enter.	System accepts your entry and moves to the next field.
37	If necessary, enter the effective date of the contract or delivery order (YY.MM.DD), then press Enter.	System accepts your entry and moves to the next field.
38	Type the FOB point for the freight, then press Enter. (A pick list is available by typing an asterisk.)	The system prompts you to save the shipment unit data.

Step	Action	Result
39	Press Y to save the shipment unit data.	The shipment unit is added to the current equipment. It is displayed on the **Equipment Unit-Link List** screen and the Unit Link to Plan - Equipment Summary data is updated. 
40	**If...**	**then...**
	you need to enter additional shipment units for this equipment,	repeat steps 2 through 39.
	you need to tag previously entered but unassigned shipment units for shipping on this equipment,	go to step 41.
	you are finished adding shipment units to this equipment,	skip to step 44.
41	To view a list of previously entered shipment units that have not yet been assigned to a shipment, press F.	The **Free Shipment Units List** screen is displayed. 
42	To select a free shipment unit for inclusion on the current equipment, highlight the desired shipment unit, then press T to tag it.	The unit is tagged and the Unit Link to Plan - Equipment Summary data (displayed on the top portion of the **Free Shipment Units List** screen) is updated with the shipment unit information.

Step	Action	Result
If you wish to continue tagging free shipment units, repeat step 42, or use the Group Tag function to tag multiple shipment units. For complete information on using Group Tag, see the section entitled Tagging a Group of Shipment Units.		
43	When you have finished tagging the shipment units you wish to ship on this equipment, press [X] to exit the **Free Shipment Units List** screen.	The tagged units are added to the current equipment and are displayed on the **Equipment Unit-Link List** screen. The Unit-Link to Plan - Equipment Summary data is updated with the new shipment unit information. 
44	When you have finished adding shipment units to this equipment, press [X] to exit the **Equipment Unit-Link List** for the current equipment.	The **Equipment List** is displayed and the number and quantity of shipment units for the equipment is updated. 
45	**If...**	**then...**
	you need to add shipment units to other equipment in the shipment,	return to step 1 in this section.
	you need to request shipment services for equipment in this shipment,	go to Section 1.9.2.1.4 above.
	you need to edit stop-off data for equipment in this shipment,	go to Section 1.9.2.1.5 above.
	you are finished maintaining equipment data for this shipment,	go to Section 1.9.2.1.6 above.

1.9.3 Creating a Shipment with Multiple Routing Plans

CFM Version 4.0 now allows you to create multiple routing plans for a shipment. Multiple routing plans allow you to compare different methods for moving a shipment. The routing plans can be of different modes (i.e., one plan for rail and one for motor), or the same mode (i.e., multiple plans for motor only). Each plan must include at least one equipment request. A default mode and equipment type for the first plan can be set in the site configuration. If the defaults are set, the first plan will show the mode and one equipment request for the default equipment. For subsequent plans, you will need to choose the mode and create all equipment requests for each plan. Within a routing plan, the equipment you request must all be of the same mode.

There are three ways to create a shipment request with multiple routing plans:

1) Build the shipment request by first entering or tagging all shipment units you wish to move in this shipment, then enter the remaining required shipment request data. Next, create the routing plans for the shipment and request equipment for each plan. Lastly, if a plan includes more than one equipment request, you must reassign the shipment units from the first equipment in each plan to all other equipment in the plan.

2) Enter the shipment request data first, then enter data for each shipment unit, or select from a list of previously entered shipment units to add to the shipment request. Next, as in the first method, create the routing plans for the shipment request and request equipment for each plan. Then, if a plan includes more than one piece of equipment, distribute the shipment units to the other equipment in the plan.

3) First, complete the shipment request, then create the routing plans for the shipment and request equipment for each plan. Next, for the first plan, enter or select the shipment units you need to move on each piece of equipment. For all other plans, the shipment units will be automatically assigned to the first equipment. If the plans include multiple equipment, simply reassign them to the proper equipment.

1.9.3.1 Building a Multiple Routing Plan Shipment from Shipment Units

To build a shipment with multiple routing plans from shipment units, first enter the shipment unit data or tag shipment units from a list of previously entered but unassigned units. The shipment unit data is brought forward to the shipment request; you need only enter the remaining required shipment request data. Next, create the routing plans for the shipment and request equipment for each plan. All shipment units are initially assigned to the first piece of equipment in each plan; therefore, if a plan includes multiple equipment, you must then reassign the units to the proper equipment

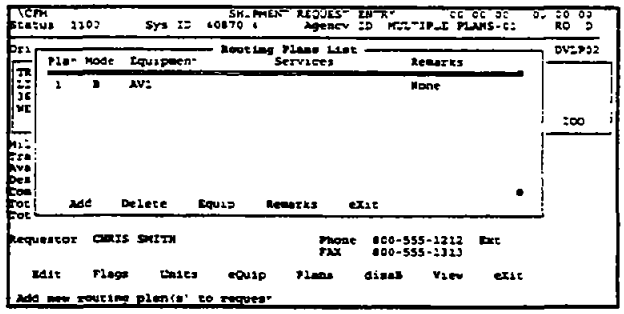
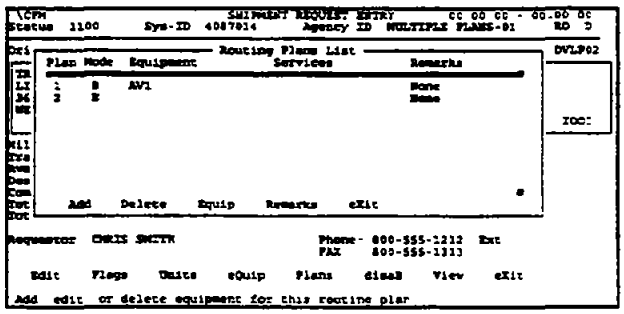
If a plan requires several identical pieces of equipment, each loaded in the same way with identical shipment units, the **Copy** function will be helpful for creating the requests. You can then use the **Autoload** function to assign the shipment units automatically. (For complete information on using Autoload, see Autoload in the section entitled Equipment Unit Link List Utility Options.)

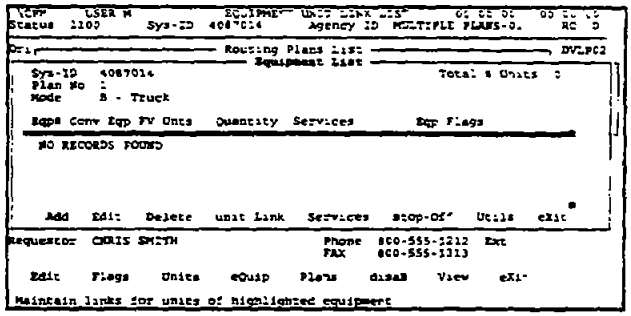
1.9.3.1.1 Building the Shipment Request

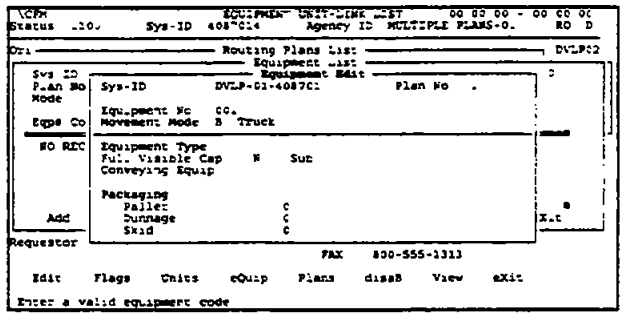
Follow steps 1 through 41 in Section 1.9.1.1.1 and steps 1 through 4 in Section 1.9.1.1.2 to build the shipment request.

1.9.3.1.2 Creating Multiple Routing Plans

Follow the steps in the table below to create multiple routing plans.

Step	Action	Result
1	From the **Shipment Request Entry** screen, press P to access the **Routing Plans List.**	The **Routing Plans List** is displayed. If there is a default mode set for your system, Plan 1 will be listed. If there is also a default equipment, Plan 1 includes that equipment. If there are no defaults set, the list reads **NO RECORDS FOUND.** 
If there is a default plan on the **Routing Plans List**, but you do not wish to use it for this shipment, go to step 2. If not, skip to step 4.		
2	If you do not wish to use the default routing plan for this shipment, press D to delete it.	The system asks you to confirm that you want to delete the routing plan.
3	Press Y to confirm the deletion.	The default plan is deleted.
4	Press A to add a routing plan for this shipment.	The **Movement Modes** window is displayed.
5	Highlight the desired mode, then press S to select it.	A routing plan with that mode is added to the **Routing Plans List.** 

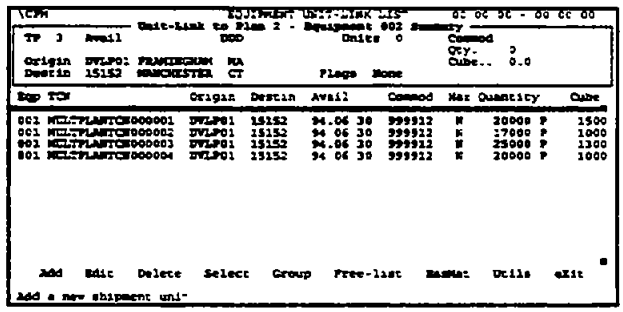
Step	Action	Result
If you want to continue adding routing plans for this shipment, repeat steps 4 and 5. If you are ready to add equipment, go to step 6.		
6	Highlight the routing plan for which you wish to request equipment, then press E.	The **Equipment List** for the current plan is displayed. If the current plan is Plan 1 and there is a default equipment type set for your system, that equipment is displayed (Equipment 001). Otherwise, the list reads **NO RECORDS FOUND.** 
7	**If...**	**then...**
	you need to request additional equipment that is identical to Equipment 001,	go to step 8 to use the **Copy** function.
	you need to request additional equipment that is different from Equipment 001, or there is no default equipment type set for your system,	skip to step 11.
	you do not want to request the default type of equipment for this plan,	press D to delete the default Equipment 001, press Y to confirm the deletion, then skip to step 11 to create a request for the proper equipment.
8	Highlight the equipment you wish to copy, then press U to access the Utilities Options.	The **Utilities Options** menu is displayed.
9	Press 1 to copy the highlighted equipment request.	A small pop-up window is displayed asking how many copies you wish to make.
10	Type the number of copies, then press Enter.	The **Equipment List** is displayed with the new equipment added.
To create additional equipment requests for this plan that are different from the ones you've just created, go to step 11. To request equipment for another routing plan, return to step 6. If you are finished creating equipment requests for all plans, go to Section 1.9.3.1.3, to assign shipment units to the proper equipment in each plan.		

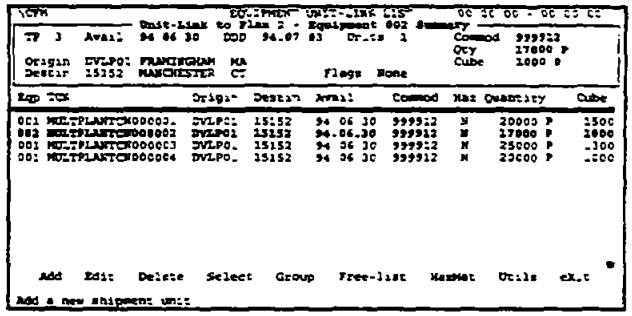
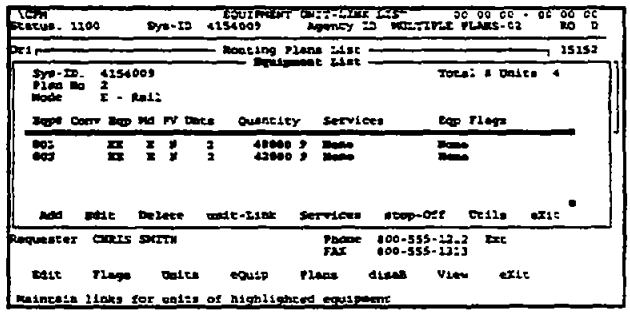
Step	Action	Result
11	Press A to add an equipment request for this plan.	The **Equipment Edit** screen is displayed. 
12	Type the equipment code for the type of equipment you are requesting, then press Enter. The equipment type must be valid for the mode. (A pick list of valid equipment codes is available by typing an asterisk.)	System accepts your entry and moves to the next field.
13	Type **Y**, then press Enter if the equipment will be loaded to full visible capacity, or simply press Enter to accept the default of **N** for **No**.	System accepts your entry and moves to the next field.
14	If this piece of equipment is being conveyed on another vehicle, enter the equipment number of the conveying vehicle then press Enter. If not, leave this field blank.	System accepts your entry and moves to the next field.
15	If applicable, type the pallet weight (in pounds) for this equipment, then press Enter.	System accepts your entry and moves to the next field.
16	If applicable, type the dunnage weight (in pounds) for this equipment, then press Enter.	System accepts your entry and moves to the next field.
17	If applicable, type the skid weight (in pounds) for this shipment, then press Enter.	The system prompts you to confirm that you want to save the equipment request.
18	Press Y to confirm.	The **Equipment List** is displayed and the new equipment added to the current plan.

Step	Action	Result
19	**If...**	**then...**
	you need to add additional equipment requests that are different from the ones already entered for this plan,	repeat steps 11 through 18.
	you need to create equipment requests that are identical to one displayed on the **Equipment List**,	follow steps 8 through 10 above to use the **Copy** function.
	you need to request equipment for another routing plan,	return to step 6.
	you are finished creating equipment requests for all plans and at least one routing plan includes multiple equipment,	go to Section 1.9.3.1.3 to assign shipment units to the proper equipment in each plan.
	you need to request shipment services for equipment,	skip to Section 1.9.3.1.4.
	you are ready to complete the shipment request,	skip to Section 1.9.3.1.6.

1.9.3.1.3 Assigning Shipment Units to Equipment

If you have a routing plan with multiple equipment, follow the steps in the table below to reassign shipment units from Equipment 001 to other equipment in the plan.

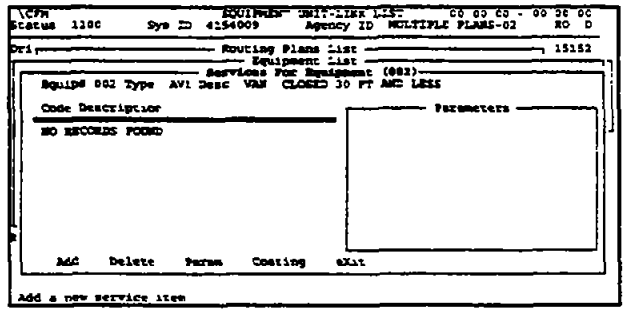
Step	Action	Result
1	Press X to exit the **Equipment List** and return to the **Routing Plans List**.	The **Routing Plans List** is displayed
2	Highlight the plan for which you need to reassign shipment units and press E to access the **Equipment List** for that plan.	The **Equipment List** is displayed.
3	Highlight the equipment to which you wish to reassign shipment units, then press L.	The **Equipment Unit-Link List** screen is displayed. All shipment units appear on this list with the equipment number for each unit listed in the **Eqp** column. 

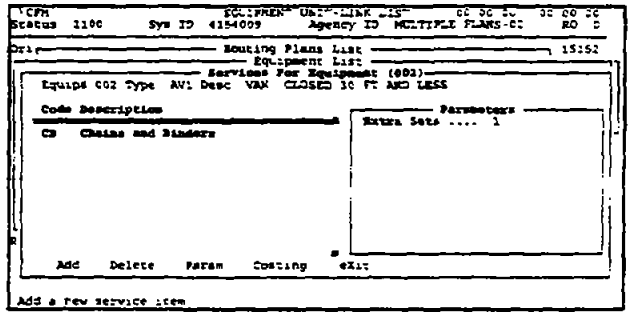
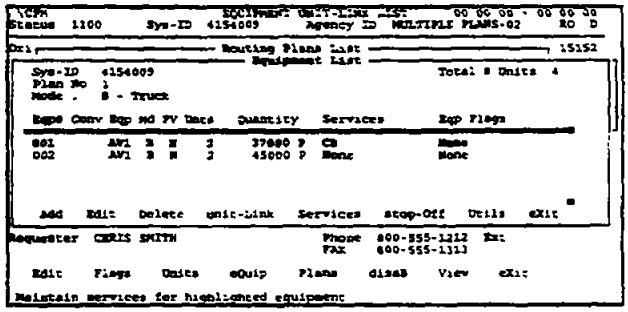
Step	Action	Result
4	Use the ↑ or ↓ to highlight the unit you wish to assign to the current piece of equipment. Press S to select it.	The shipment unit is now assigned to the current piece of equipment and the number in the **Eqp** column changes to the current equipment number. The **Unit Link to Plan 1 - Equipment Summary** information is updated with the new shipment unit data 
If you need to reassign additional units to the current piece of equipment, repeat step 4. If not, go to step 5.		
5	When you have finished, press X to exit the **Equipment Unit-Link List** screen for the current piece of equipment.	The **Equipment List** is displayed with the units re-assigned. 

Step	Action	Result
6	**If...**	**then...**
	you need to reassign shipment units to other equipment on the list for *this* plan,	return to step 3 in this section.
	you need to reassign shipment units to other equipment for another plan,	return to step 1
	you need to request shipment services for equipment,	go to Section 1.9.3.1.4.
	you need to edit stop-off data for equipment,	skip to Section 1.9.3.1.5
	you are ready to complete the shipment request,	skip to Section 1.9.3.1.6.

1.9.3.1.4 Requesting Shipment Services

Follow the steps below to request shipment services for equipment.

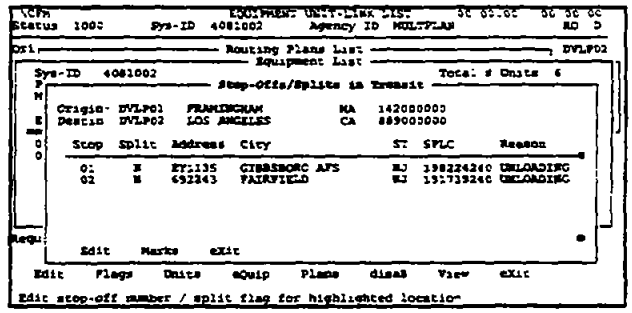
Step	Action	Result
1	Press X to exit the **Equipment List** and to return to the **Routing Plans List**.	The **Routing Plans List** is displayed.
2	Highlight the plan which includes the equipment for which you need to request services, then press E to access the **Equipment List** for that plan.	The **Equipment List** is displayed.
3	To request a shipment service for equipment, highlight the desired equipment on the **Equipment List**, then press S.	The **Services for Equipment** screen is displayed. 
4	Press A to add a service.	The **Service Edit** pop-up window is displayed.

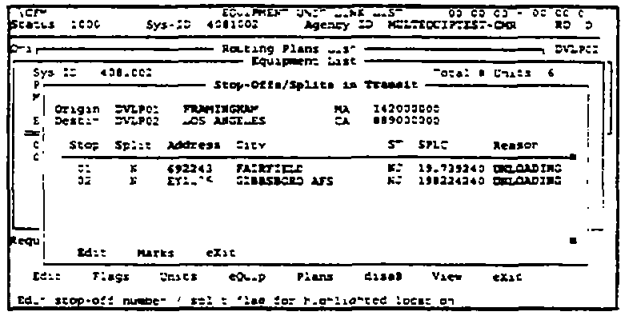
Step	Action	Result
5	Type the service type code for the service you are requesting, then press Enter. The service type code must be valid for the equipment mode. (A pick list of valid service type codes is available by entering an asterisk.)	The service code, description and applicable costing parameters are displayed on the **Services for Equipment** screen. 
6	If you need to adjust the costing parameter for the service, highlight the service, then press P.	The parameter field becomes editable.
7	Make your changes, then press Enter.	The new costing parameter is displayed.
	If you need to request another service for this equipment, repeat steps 4 through 7.	
8	When you have finished requesting services for the current equipment, press X to exit the **Services for Equipment** screen.	The **Equipment List** screen is displayed with the service(s) added in the **Services** column. 

Step	Action	Result
9	**If...**	**then...**
	you need to request services for other equipment in this shipment,	return to step 3 in this section.
	you need to request services for equipment in another plan,	return to step 1 in this section.
	you need to edit stop-off data for equipment in this shipment,	go to Section 1.9.3.1.5.
	you are finished maintaining the equipment for this shipment,	skip to Section 1.9.3.1.6.

1.9.3.1.5 Editing Stop-Off Data

Follow the steps in the table below to change the sequence number for a stop-off, or add marks and annotations for a stop-off.

Step	Action	Result
1	Press X to exit the **Equipment List** and return to the **Routing Plans List**.	The **Routing Plans List** is displayed.
2	Highlight the plan which includes the equipment for which you need to edit stop-off data and press E to access the **Equipment List** for that plan.	The **Equipment List** is displayed.
3	Highlight the equipment on the **Equipment List** for which you need to edit stop-off data, then press O.	The stop-offs for the selected equipment are displayed on the **Stop-Offs in Transit** screen. 
4	**If...**	**go to step...**
	you need to change the sequence number for a stop-off,	5.
	you need to add marks and annotations for a stop-off,	8.
5	Highlight the stop-off for which you need to change the sequence number, then press E to edit it.	The **Stop-Off Detail** window is displayed.

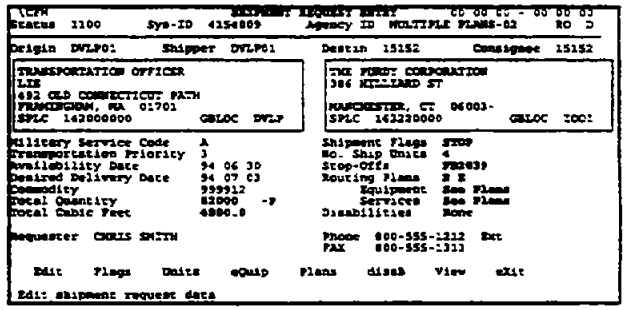
Step	Action	Result
6	Type the new stop-off number, then press Enter.	The **Stop-Off in Transit** screen is displayed. The stop-offs are listed in the new sequence. 
7	**If...**	**then...**
	you need to edit the sequence number for another stop-off for this equipment,	repeat steps 5 and 6.
	you need to add marks and annotations for a stop-off for this equipment,	go to step 8.
	you are finished maintaining stop-off data for this equipment,	skip to step 20.
8	Highlight the stop-off for which you need to add marks and annotations, then press M.	The **Stop-Off Text** window is displayed.
9	**If...**	**go to step...**
	you need to edit or add original text for this stop-off,	10.
	you need to insert standard BL text for this stop-off,	13.
10	To edit or add original text for the stop-off, press E.	The **Stop-Off Text** window becomes editable.
11	Type the text, then press Tab when you are finished.	The text is added for the stop-off.

Step	Action	Result
12	**If...**	**go to step...**
	you need to insert standard BL text for this stop-off,	13.
	you need to clear all text for this stop-off,	17.
	you are finished maintaining marks and annotations text for this stop off,	19.
13	To insert standard BL annotation text, press I.	The **Standard Annotations** window is displayed.
14	Highlight the desired standard annotation, then press S to select it.	The system confirms that the annotation has been copied to the stop-off text.
15	Press Enter to continue.	The **Standard Annotations** window is displayed.
If you wish to continue adding standard annotations text for this stop-off, repeat steps 13 through 15. If you are finished adding standard annotations text for this stop-off, go to step 16.		
16	When you have finished adding standard annotations text for this stop-off, press X.	The new text is added in the **Stop-Off Text** window.
If you need to clear all marks and annotations text for this stop-off, go to step 17. If you are finished maintaining marks and annotations text for this stop-off, skip to step 19.		
17	To clear all marks and annotations text for this stop-off, press C.	The system asks you to confirm that you want to clear the text.
18	Press Y to confirm.	The text is deleted.
19	When you have finished maintaining marks and annotations text for this stop-off, press X to exit the **Stop-Off Text** window.	The **Stop-Offs in Transit** screen is displayed.
If you need to add marks and annotations text for another stop-off for this equipment, return to step 8 in this section.		
20	When you are finished maintaining stop-off data for this equipment, press X to exit the **Stop-Offs in Transit** screen.	The **Equipment List** is displayed.

Step	Action	Result
21	If...	then...
	you need to edit stop-off data for other equipment in *this* routing plan,	return to step 3 in this section.
	you need to edit stop-off data for equipment in another routing plan,	return to step 1 in this section.
	you are ready to complete the shipment request,	go to Section 1.9.3.1.6.

1.9.3.1.6 Exiting the Equipment List and Completing the Shipment Request

Follow the steps in the table below to exit the **Equipment List** and complete the shipment request.

Step	Action	Result
1	When you have finished creating routing plans, requesting equipment, assigning shipment units and maintaining service and stop-off data, press X twice to exit the **Equipment List** and the **Routing Plans List**.	The **Shipment Request Entry** screen is displayed. The shipment unit, equipment, services and stop-off information is brought forward 
2	Press V to check the shipment request for errors.	If errors are found, you must correct them by adding or changing the information indicated in the error message. If no errors are found, press Enter to continue.

Step	Action		Result
3	Press [X] to exit the shipment request entry process.		If errors are found, you will see a message indicating information that is missing or discrepant. Press [2] to continue editing the request and correct the errors, then press [X] to exit. If no errors are found, you will see a list of save options. Select the appropriate option. (Usually [1] to save and set fc ranking.)
4	**If you want to...**	**Then press...**	**Result**
	Save the shipment request and set the status code for ranking by the Host,	[1] (Save and Set for Ranking).	Shipment request is saved, and status code becomes 2000.
	Come back to this shipment request later and make changes or add information,	[2] (Hold for Later Editing).	Shipment request is saved, and status code becomes 1000.
	Bypass the process of sending the shipment request to the Host (you will be rating this shipment manually),	[3] (Print and Override to BL).	Shipment request is saved. You are asked whether you would like to print the shipment request on a 1085. (If you select <Yes>, you will have the option of viewing the 1085 on the screen, sending it to the printer or both.) After selecting an option, the status code becomes 4010.
	Continue to make changes to the shipment request,	[4] (Continue Editing Request).	You return to the shipment request.
	Exit from the shipment request *without saving any of the information you just entered,*	[X] (Exit without Saving Changes).	No shipment request data is saved.

1.9.3.2 Creating a Multiple Routing Plan Shipment by Starting with a Shipment Request

Begin with Section 1.9.1.2.1 steps 1 through 21 and Section 1.9.1.2.2 steps 1 through 43 to enter shipment request data and add shipment units. Then, to create multiple routing plans, request equipment,

reassign shipment units, and maintain service and stop-off data. see Sections 1.9.3.1.2 through 1 9 3.1.6.

1.9.3.3 Creating a Multiple Routing Plan Shipment by Adding Shipment Units After the Equipment Requests are Entered

To create a shipment with multiple routing plans in this way, first enter the shipment request data, then create the routing plans for the shipment and request the equipment necessary for each plan. Next, for the Plan 1, enter or select the shipment units you need to move on each piece of equipment in that plan. For all other plans, those shipment units will automatically be assigned to the first equipment. So, if a plan includes multiple equipment, you must then reassign the units to the proper equipment

1.9.3.3.1 Entering the Shipment Request

Follow steps 1 through 21 in Section 1.9.1.2.1 to enter the shipment request data.

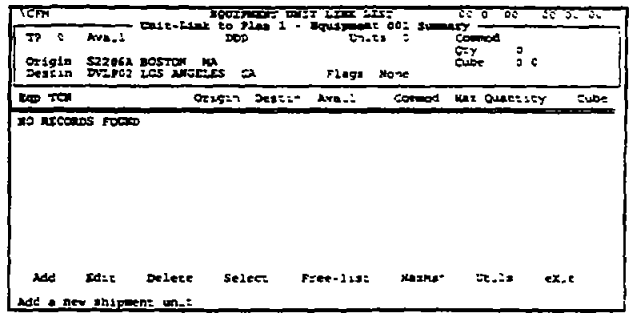
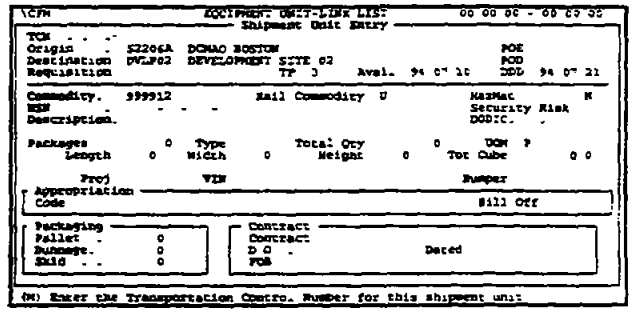
1.9.3.3.2 Creating Multiple Routing Plans

Follow steps 1 through 19 in Section 1.9.3.1.2 to create multiple routing plans for the shipment.

1.9.3.3.3 Adding Shipment Units

Follow the steps in the table below to add shipment units for this shipment request. In this section you will load each shipment unit onto the appropriate equipment in Plan 1.

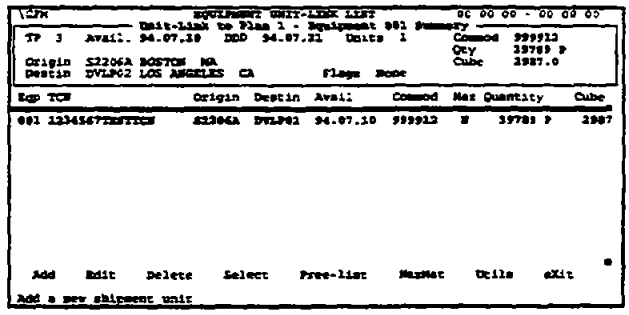
Step	Action	Result
1	Press X to exit the **Equipment List** and return to the **Routing Plans List**.	The **Routing Plans List** is displayed.
2	Highlight Plan 1 and press E to access the **Equipment List** for that plan.	The **Equipment List** is displayed.

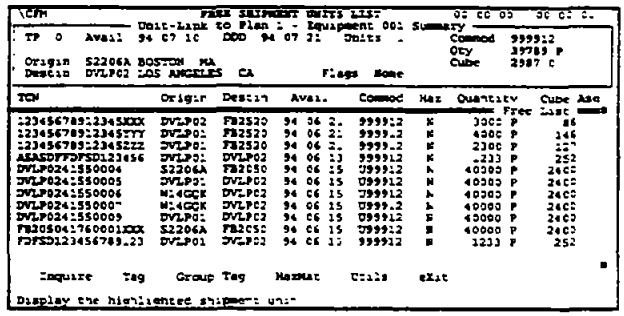
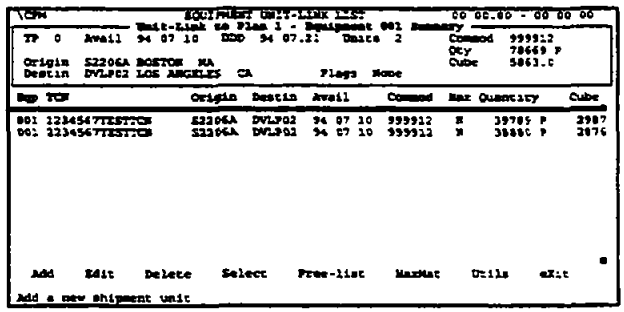
Step	Action	Result
3	Highlight the piece of equipment to which you wish to add shipment units, then press L.	The **Equipment Unit-Link List** is displayed. Because no shipment units have been added to this equipment, the list will read **NO RECORDS FOUND.** 
To select from a list of previously entered shipment units, skip to step 43. To enter new shipment unit data, go to step 4.		
4	Press A to add a shipment unit.	The **Shipment Unit Entry** screen is displayed. 
5	Type the TCN for this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
6	Press Enter to accept the origin address brought forward from the shipment request. If the origin address is different, type the origin address code, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
7	If this is an export shipment, type the port of embarkation code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.

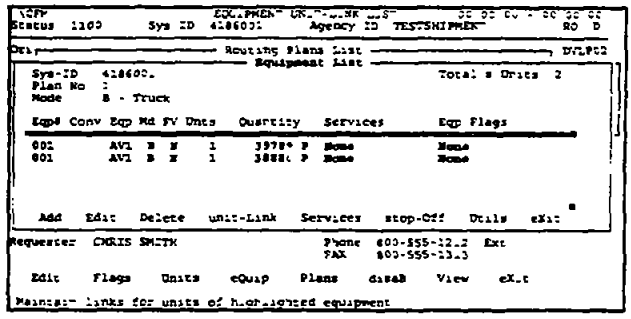
Step	Action	Result
8	Press Enter to accept the destination address code brought forward from the shipment request. If the destination address is different, type the destination address code, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
9	If this is an export shipment, type the port of debarkation code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
10	Type the requisition number for this shipment unit, if desired, then press Enter.	System accepts your entry and moves to the next field
11	Type the Transportation Priority code for this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
12	Press Enter to accept the Availability Date brought forward from the shipment request. If the availability date for this shipment unit is different, type the availability date, then press Enter.	System accepts your entry and moves to the next field.
13	Press Enter to accept the Desired Delivery Date as calculated by the system, or change it to another date that is later than or equal to the Availability Date, then press Enter.	System accepts your entry and moves to the next field.
14	Type the commodity code for this shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
15	If this is a rail shipment, type the UFC code for this shipment unit, then press Enter. If it is not, leave this field blank. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.

Step	Action	Result
16	Type a **Y** in this field if this shipment unit contains hazardous materials, then press Enter. If it does not, press Enter to accept the default of **N** for **No.** (For complete instructions on the additional information required for a hazardous materials shipment, see the section entitled Hazardous Material Detail.)	System accepts your entry and moves to the next field.
17	Type the NSN (National Stock Number) for this shipment unit, if desired, then press Enter.	System accepts your entry and moves to the next field.
18	If this shipment unit has a security risk, type the security risk code, then press Enter.	System accepts your entry and moves to the next field.
19	If desired, type a short description of the shipment unit, then press Enter.	System accepts your entry and moves to the next field.
20	If necessary, type the DODIC or NALS associated with the NSN entered above, then press Enter.	System accepts your entry and moves to the next field.
21	Type the number of packages in this shipment unit, then press Enter.	System accepts your entry and moves to the next field.
22	Type the container code for this shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
23	Type the total quantity of the shipment unit being shipped, then press Enter.	System accepts your entry and moves to the next field.
24	Type the unit of measure for the total quantity (**P** for pounds, **B** for barrels, **G** for gallons), then press Enter	System accepts your entry and moves to the next field.
25	Type the length (in inches) of one shipment unit, then press Enter.	System accepts your entry and moves to the next field.
26	Type the width (in inches) of one shipment unit, then press Enter.	System accepts your entry and moves to the next field.

Step	Action	Result
27	Type the height (in inches) of one shipment unit, then press Enter.	System accepts your entry and moves to the next field.
28	Type the total cubic feet for this shipment unit, then press Enter, or simply press Enter to accept the system's calculation.	System accepts your entry and moves to the next field.
29	If necessary, type the 3-character project code for this shipment unit, then press Enter.	System accepts your entry and moves to the next field
30	If the package type is **VE** or **VO**, type the Vehicle ID Number, then press Enter.	System accepts your entry and moves to the next field.
31	If the package type is **VE** or **VO**, type the Bumper Number, then press Enter.	System accepts your entry and moves to the next field.
32	Type the Appropriation TAC code or the Fund Cite code, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
33	Type the address code for the billing office for the appropriation, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
34	Type the pallet weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.
35	Type the dunnage weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.
36	Type the skid weight (in pounds), if applicable, then press Enter.	System accepts your entry and moves to the next field.
37	If necessary, type the contract number (PIIN) this shipment unit is being shipped against, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.

Step	Action	Result
38	If necessary, type the delivery order number, then press Enter.	System accepts your entry and moves to the next field.
39	If necessary, enter the effective date of the contract or delivery order (YY.MM.DD), then press Enter.	System accepts your entry and moves to the next field.
40	Type the FOB point for the freight, then press Enter. (A pick list is available by typing an asterisk.)	The system prompts you to save the shipment unit data.
41	Press Y to save the shipment unit data.	The shipment unit is added to the current equipment. It is displayed on the **Equipment Unit-Link List** screen and the Unit Link to Plan - Equipment Summary data is updated. 
42	**If...**	**then...**
	you need to enter additional shipment units for this equipment,	repeat steps 4 through 41.
	you need to tag previously entered but unassigned shipment units for shipping on this equipment,	go to step 43.
	you are finished adding shipment units to this equipment,	skip to step 45.

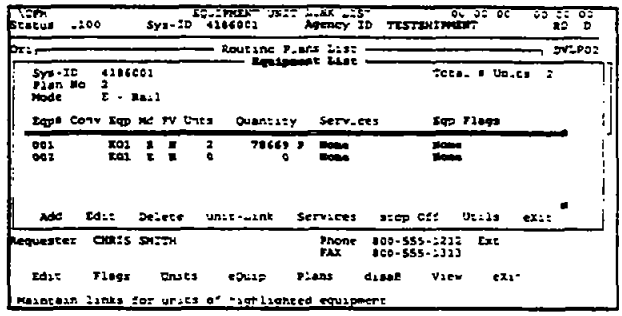
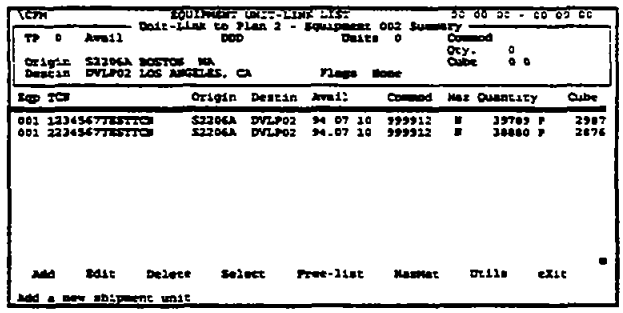
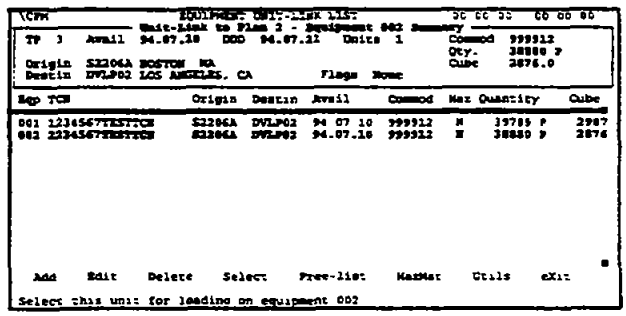
Step	Action	Result
43	To view a list of previously entered shipment units that have not yet been assigned to a shipment, press F	The **Free Shipment Units List** screen is displayed. 
44	To select a free shipment unit for inclusion on the current equipment, highlight the desired shipment unit, then press T to tag it.	The unit is tagged and the Unit Link to Plan - Equipment Summary data (displayed on the top portion of the **Free Shipment Units List** screen) is updated with the shipment unit information.
If you wish to continue tagging free shipment units, repeat step 42, or use the Group Tag function to tag multiple shipment units. For complete information on using Group Tag, see the section entitled Tagging a Group of Shipment Units.		
45	When you have finished tagging the shipment units you wish to ship on this equipment, press X to exit the **Free Shipment Units List** screen.	The tagged units are added to the current equipment and are displayed on the **Equipment Unit-Link List** screen. The Unit-Link to Plan - Equipment Summary data is updated with the new shipment unit information. 

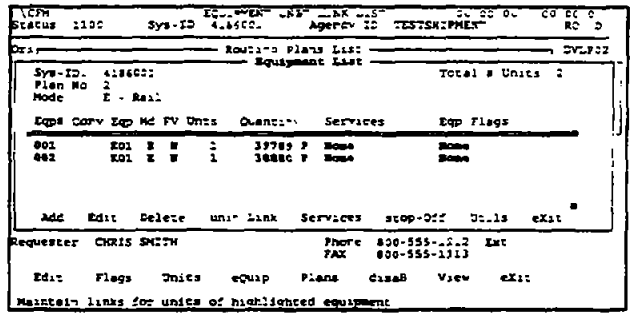
Step	Action	Result
46	When you have finished adding shipment units to this equipment, press [X] to exit the **Equipment Unit-Link List** for the current equipment.	The **Equipment List** is displayed and the number and quantity of shipment units for the equipment is updated. 
47	**If...**	**then...**
	you need to add shipment units to other equipment in Plan 1,	return to step 3 in this section.
	other routing plans in this shipment include multiple equipment,	go to Section 1.9.3.3.4 to re-assign shipment units from Equipment 001 to other equipment in the plan.
	you need to request shipment services for equipment in this Plan,	go to Section 1.9.3.1.4.
	you need to edit stop-off data for equipment in this Plan,	go to Section 1.9.3.1.5.
	you are finished maintaining equipment data for this Plan,	go to Section 1.9.3.1.6.

1.9.3.3.4 Re-assigning Shipment Units in Remaining Routing Plans

Follow the steps in the table below to reassign shipment units from the Equipment 001 to other equipment in the remaining routing plans.

Step	Action	Result
1	Press [X] to exit the **Equipment List** and return to the **Routing Plans** list.	The **Routing Plans List** is displayed.

Step	Action	Result
2	Highlight the next plan on the **Routing Plans** list for which you need to reassign shipment units from Equipment 001 to other equipment in the plan.	The **Equipment List** for that plan is displayed. All shipment units are loaded on Equipment 001. 
3	Highlight the equipment to which you wish to reassign shipment units, then press L.	The **Equipment Unit-Link List** screen is displayed All shipment units appear on this list with the equipment number for each unit listed in the **Eqp** column. 
4	Use the ↑ or ↓ to highlight the unit you wish to assign to the current piece of equipment. Press S to select it.	The shipment unit is now assigned to the current piece of equipment and the number in the **Eqp** column changes to the current equipment number. The **Unit Link to Plan 1 - Equipment Summary** information is updated with the new shipment unit data. 

Step	Action	Result
If you need to reassign additional units to the current piece of equipment, repeat step 4. If not, go to step 5.		
5	When you have finished, press X to exit the **Equipment Unit-Link List** screen for the current piece of equipment.	The **Equipment List** is displayed with the units re-assigned. 
6	**If...**	**then...**
	you need to reassign shipment units to other equipment on the list,	return to step 3 in this section.
	you need to reassign shipment units in another routing plan,	return to step 1 in this section.
	you need to request shipment services for equipment on the list,	go to Section 1.9.3.1.4.
	you need to edit stop-off data for equipment on the list,	go to Section 1.9.3.1.5.
	you are finished maintaining equipment for this shipment,	go to Section 1.9.3.1.6.

2.0 Export Shipment Processing

The Export Shipment Processing function is provided so that you can create TCMDs for export shipments. Press [1] from the Main Menu, then [2] from the Outbound Shipment Processing submenu to access Export Shipment Processing. The screen shown in Figure 2-1 will then be displayed.

```
\CPM                    EXPORT SHIPMENT PROCESSING LIST   00.00.00 - 00:00:00
Status  TCN                 TP Pickup Origin          Destination          Weight
-------------------------------------------------------------------------------
Printed 1111111111111111    1  ABCD   PENSACOLA   US NILL AFB         US  12578964
Printed 2222222222222222    2  EFGH   MEMPHIS     US SAN DIEGO        US     68987
Edited  3333333333333333    3  IJKL                   GIBBSBORO AF     US  12345678
Edited  12312312312312322   1  34     WARWICK         MCLEANSVILLE         2332
Printed 12345454331231312   3  34     WARWICK         PORT ANGELES US       3409

   Add    Edit    Delete    Print    eXit
Add an export shipment
```

Figure 2-1. Export Shipment Processing List.

2.1 The Export Shipment Processing List

The **Export Shipment Processing List** is a list of all export shipments that have been entered into the system. Each line across the screen represents one shipment. Some of the most pertinent data about the shipment is displayed. The tables below describe the columns and the menu options available on this screen.

2.1.1 Columns Displayed

Each line on the screen represents an export shipment, with the following columns of data presented for each one.

Column	Description
Stat	A system assigned code that indicates the current status of the each shipment.
TCN	The unique transportation control number for this shipment.
TP	The transportation priority of this shipment.
Pickup	The date this shipment is available for pickup at the origin.
Origin	The city and state of the shipment's origin.
Destination	The city and state of the shipment's final destination.
Weight	The total weight (in pounds) for this shipment.

2.1.2 Menu Options

The table below lists the menu options available on the **Shipment Processing List**.

Option	Description
Add	Create a new export shipment by entering shipment data.
Edit	Modify the data for the currently highlighted shipment.
Delete	Delete the currently highlighted shipment and all related data.
Print	Print a hard copy of the TCMD on the laser printer for the currently highlighted shipment.
Exit	Returns to the Outbound Shipment Processing Submenu.

2.2 Adding an Export Shipment

Press [A] from the **Export Shipment Processing** list to add an export shipment. The screen shown in Figure 2-2 will then be displayed, and the system is ready to begin accepting data.

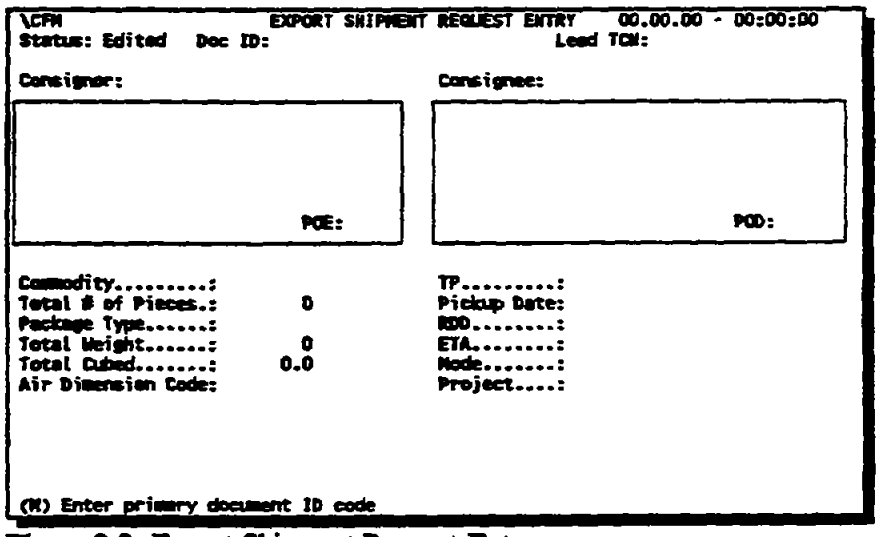


Figure 2-2. Export Shipment Request Entry.

2.2.1 Completing the Export Shipment Request Entry Screen

Use the table below as a guide to entering data on the Export Shipment Request Entry screen. The (M) in the left column indicates a mandatory entry.

Screen Label	Description
Status	This is a system-generated field; no user entry is required. The Status Code tells the system which level of processing this request has attained.
Doc ID (M)	The document ID code for this TCMD. A pick list of valid codes is available by pressing [*].
Lead TCN (M)	The Transportation Control Number for the lead unit.
Consignor (M)	The DODAAC for the consignor. This is a mandatory user entry. This code must correspond to an entry in the Address Reference file. A pick list is available for unknown or partial entries.
Consignee (M)	The DODAAC for the consignee. This is a mandatory user entry. This code must correspond to an entry in the Address Reference file. A pick list is available for unknown or partial entries.
Port Type	Enter the port type: W = water port, A = Airport
POE	The port of embarkation code for the origin. There is a pick list of valid codes available. The port chosen here must match the "port type" chosen above.
Port Type	Enter the port type: W = water port, A = Airport
POD	The port of debarkation code for destination . There is a pick list of valid codes available. The port chosen here must match the "port type" chosen above.
Commodity	The air/water commodity code for the freight being moved. This field can be left blank, and the shipment unit code will be brought forward.
Total # of Pieces (M)	The total number of pieces in this shipment.
Package Type (M)	The package type for the pieces. There is a pick list of valid container codes available.
Total Weight (M)	The total weight of the shipment (in pounds).
Total Cube (M)	The total number of cubic feet of the shipment as it will be loaded.

Screen Label	Description
Air Dimension Code	The air dimension code for the shipment.
TP	This is a mandatory user entry. The Transportation Priority code indicates the routing priority that applies to this shipment. TP can be 1, 2, 3, or 0 for a 555 or 999 shipment.
Pickup Date	This is a mandatory user entry. The date code for the shipment pickup availability date.
RDD	The required delivery date code for this shipment.
ETA	The estimated time of arrival date code. There is a pick list of valid ETA codes available.
Mode	The MILSTAMP mode code for this shipment.
Project	The project number for this shipment.

After completing data entry for this screen, a prompt will display the question: **Save TCMD?** Highlight **<Yes>** (or press **Y**) to save the data, or higlight **<No>** (or press **N**) to abandon your data entry. A menu will then be displayed at the bottom of the screen.

2.2.2 Menu Options Available

The following table describes the menu options on the **Export Shipment Request Entry** screen.

Option	Description
Edit	Modify the data for the currently displayed shipment.
Units	Displays the Shipment Units List, from which you can add, modify or delete shipment units, or add hazardous materials information for shipment units.
Exit	Returns to the Outbound Shipment Processing Submenu.

2.2.2.1 Export Shipment Units

To add a shipment unit, press [U] from the Export Shipment Request Entry screen. The screen shown in Figure 2-3 will then be displayed.

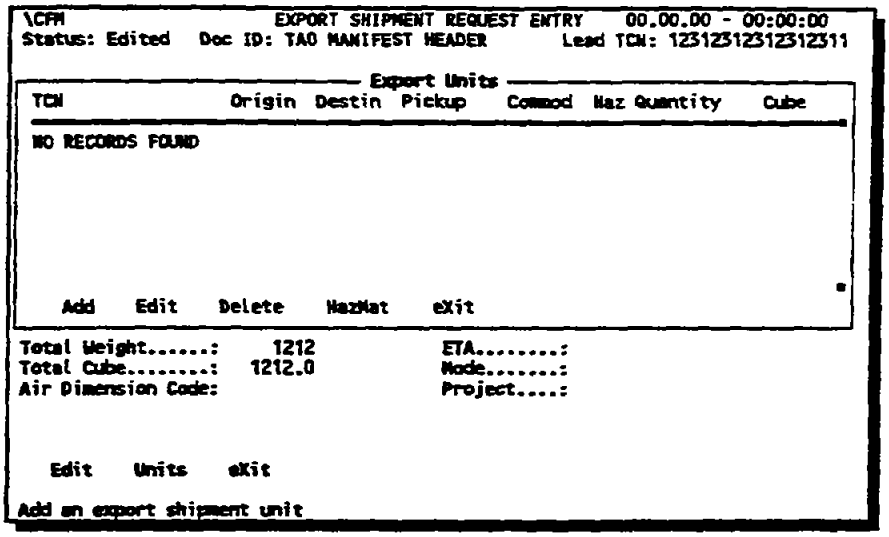


Figure 2-3. Export Shipment Units List.

2.2.2.1.1 Menu Options

The table below lists the menu options available on the Export Shipment Units List.

Option	Description
Add	Create a new shipment unit.
Edit	Modify the data for the currently highlighted shipment unit.
Delete	Delete the currently highlighted shipment unit.
HazMat	Enter hazardous materials detail information for the currently highlighted shipment unit.
Exit	Returns to the Export Shipment Request Entry screen.

2.2.2.2 Adding a Shipment Unit

Press [A] from the Export Shipment Units List to add a shipment unit. The screen shown in Figure 2-4 will then be displayed.

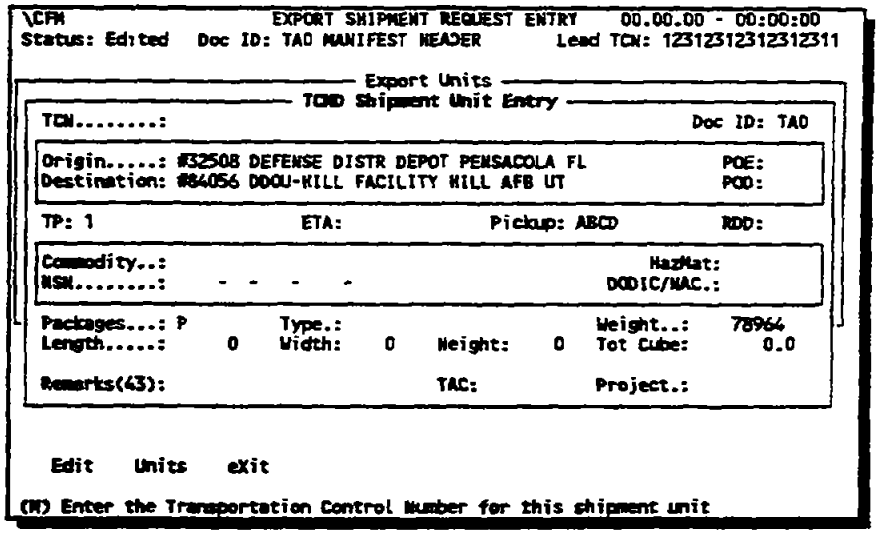


Figure 2-4. TCMD Shipment Unit Entry screen.

2.2.2.3 Completing the TCMD Shipment Unit Entry Screen

Use the table below as a guide to entering data on the TCMD Shipment Unit Entry screen. The (M) in the left column indicates a mandatory entry.

Screen Label	Description
TCN (M)	The Transportation Control Number for this unit.
Doc ID (M)	The document ID code for this TCMD. A pick list of valid codes is available by pressing [*]. This is brought forward from the Export Shipment Request Entry screen.
Origin (M)	The DODAAC for the origin. This is brought forward from the Export Shipment Request Entry screen.
POE	The port of embarkation code for the origin. This is brought forward from the Export Shipment Request Entry screen. There is a pick list of valid codes available.

Screen Label	Description
Destination (M)	The DODAAC for the destination. This is brought forward from the Export Shipment Request Entry screen.
POD	The port of debarkation code for destination. There is a pick list of valid codes available. This is brought forward from the Export Shipment Request Entry screen.
TP	The Transportation Priority code indicates the routing priority that applies to this shipment unit. TP can be 1, 2, 3, or 0 for a 555 or 999 shipment unit. This is brought forward from the Export Shipment Request Entry screen.
ETA	The estimated time of arrival date code. There is a pick list of valid ETA codes available. This is brought forward from the Export Shipment Request Entry screen.
Pickup	The date code for the shipment unit pickup availability date. This is brought forward from the Export Shipment Request Entry screen.
RDD	The required delivery date code for this shipment unit. This is brought forward from the Export Shipment Request Entry screen.
Commodity	The air/water commodity code for the freight being moved. This is brought forward from the Export Shipment Request Entry screen.
HazMat	Enter a Y here if this shipment unit is hazardous, otherwise enter an N.
NSN	The National Stock Number for this shipment unit.
DODIC/NALC	The DODIC or NALC for this shipment unit.
Packages (M)	The total number of pieces in this shipment unit. This is brought forward from the Export Shipment Request Entry screen.
Type (M)	The package type for the pieces. There is a pick list of valid container codes available. This is brought forward from the Export Shipment Request Entry screen.
Weight (M)	The total weight of the shipment unit (in pounds). This is brought forward from the Export Shipment Request Entry screen.
Tot Cube (M)	The total number of cubic feet of the shipment unit as it will be loaded. This is brought forward from the Export Shipment Request Entry screen.

Screen Label	Description
Remarks	The air dimension code for this shipment unit.
TAC	The TAC or Fund Cite Code for this shipment unit.
Project	The project number for this shipment unit. This is brought forward from the Export Shipment Request Entry screen.

After completing data entry for this screen, a prompt will display the question: **Save Shipment Unit Information? Highlight <Yes> (or press Y) to save the data, or higlight <No> (or press N) to abandon your data entry.** You will then be returned to the **Export Shipment Units List** screen.

If the shipment contains additional line items, continue adding them in the same manner, using the table above as a Guide.

2.2.2.4 Editing a Shipment Unit

To modify a shipment unit, highlight the desired shipment unit and press [E] from the **Export Shipment Units List** screen. The shipment unit record will then be displayed. Use the [Tab] key or your mouse to move to the field you would like to edit. Press [Page Down] when you have finished.

2.2.2.5 Deleting a Shipment Unit

To delete a shipment unit, highlight the desired shipment unit and press [D] from the **Export Shipment Units List** screen. The system will display the TCMD and ask you to confirm the deletion. Highlight **<Yes>** to confirm or **<No>** to abandon the deletion.

2.2.2.6 Adding Hazardous Materials Detail for a Shipment Unit

To add Hazardous Materials data for a shipment unit, highlight the hazardous shipment unit, make sure the HazMat indicator is set to Y for Yes, and press [H]. The system then displays the Hazardous Materials List for the highlighted shipment unit.

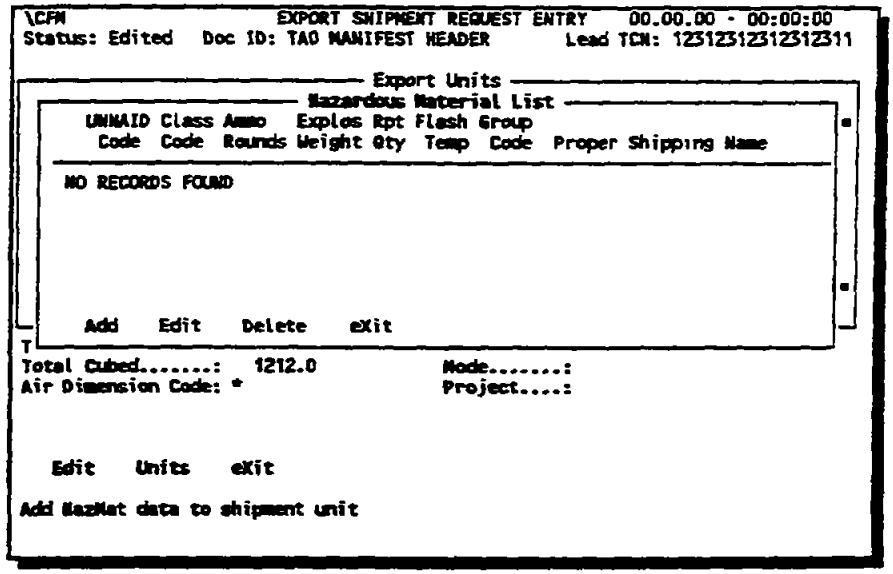


Figure 2-5. The Hazardous Materials Data screen.

2.2.2.6.1 Menu Options

The following menu options are available on the **Hazardous Materials Data** screen.

Option	Description
Add	Add a new hazardous materials record.
Edit	Edit the currently highlighted hazardous materials record.
Delete	Delete the currently highlighted hazardous materials record.
Exit	Return to the previous screen.

2.2.2.6.2 Adding Hazardous Materials Detail

Press [A] to add hazardous materials detail to the shipment unit. You can enter as many unique hazardous materials as are needed.

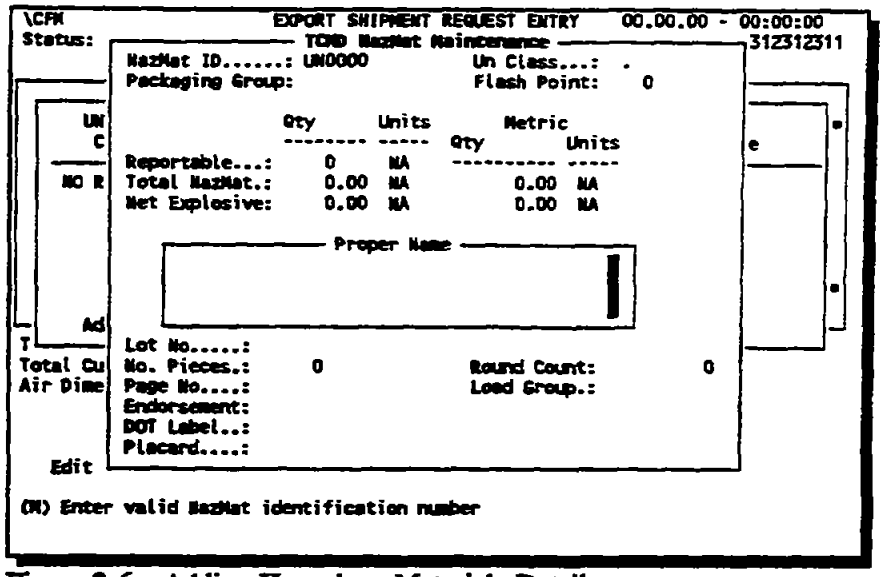


Figure 2-6. Adding Hazardous Materials Detail.

Data Elements

The following data elements are entered on the HazMat Maintenance screen. The (M) in the left column indicates a mandatory entry.

Screen Label	Description
HazMat ID (M)	The UN or NA Identification Number for this hazardous material. There is a pick list available for partial, unknown, or duplicate UN/NA ID numbers. Choosing from the pick list generates all the rest of the fields except Net Explosive Quantity and Total HazMat Quantity.
UN Class (M)	The UN Classification code for this hazardous material. This is filled in by the system if the UN/NA ID pick list is used, but you can change it.
Packaging Group	The packaging group for this hazardous material. This is filled in by the system if the UN/NA ID pick list is used, but you can change it.

Screen Label	Description
Flash Point	The flash point (in degrees fahrenheit) for this item if it is flammable. This is filled in by the system if the UN/NA ID pick list is used, but you can change it.
Qty / Units	The total quantity and unit of measure for the item listed to the left. There is a pick list available for Units of Measure. If you enter a *non-metric* unit of measure, the amount will be automatically converted to metric units and copied to the Metric Qty field on the right (if conversion is known).
Metric Qty / Units	The total *metric* quantity and unit of measure for the item listed to the left. There is a pick list available for Units of Measure. Only metric quantities may be entered here.
Reportable	The minimum reportable quantity.
Total HazMat (M)	The total quantity of the hazardous material.
Net Explosive	The net explosive quantity.
Proper Name (M)	The proper shipping name for this hazardous material. This is filled in by the system if the UN/NA ID pick list is used.
Lot No.	The lot number for the hazardous material.
No. Pieces	The number of pieces of hazardous material.
Round Count	The round count of ammunition.
Page No.	Page number of the UN/NA ID.
Load Group	The load group for this hazardous matierial.
Endorsement	The endorsement of the UN/NA ID.
DOT Label	The DOT label of the UN/NA ID.
Placard	The placarding of the UN/NA ID.

After you have finished entering data, you will be prompted to save your work. Make sure **<Save>** is highlighted, then press [Enter]. Press [X] to return to the **Export Shipment Units** screen.

2.3 Editing an Export Shipment

To modify an export shipment, highlight the shipment you would like to edit on the **Export Shipment Processing List**, then press [E]. The shipment will be displayed on the **Export Shipment Request Entry** screen. If you would like to edit the primary shipment data shown on this screen, press [E] once again. Then use the [Tab] key or your mouse to move to the desired field, make your changes, and press [Page Down] when you have finished.

If you would like to make changes to the shipment unit data, press [U]. The **Export Units** list will then be displayed. Highlight the unit you would like to change, then press [E] to edit the shipment unit data, or [H] to edit the hazardous materials data for the highlighted unit. Use the [Tab] key or your mouse to move to the desired field, make your changes, and press [Page Down] when you have finished.

2.4 Deleting an Export Shipment

To delete an export shipment, highlight the shipment you would like to delete on the **Export Shipment Processing List**, then press [D]. You will be prompted to make sure you want to delete the shipment. Make sure **<Yes>** is highlighted, then press [Enter].

2.5 Printing an Export Shipment

To print an export shipment, highlight the shipment you would like to delete on the **Export Shipment Processing List**, then press [P]. You will be prompted to make sure you want to print the TCMD. Make sure **<Yes>** is highlighted, then press [Enter].

3.0 Shipment Reports

The CFM Field Module System offers a wide variety of reports to manage the shipping function. Each report is designed to address a particular need for information. The **Reports Function** can be accessed by pressing [3] on the **Outbound Processing Menu.**

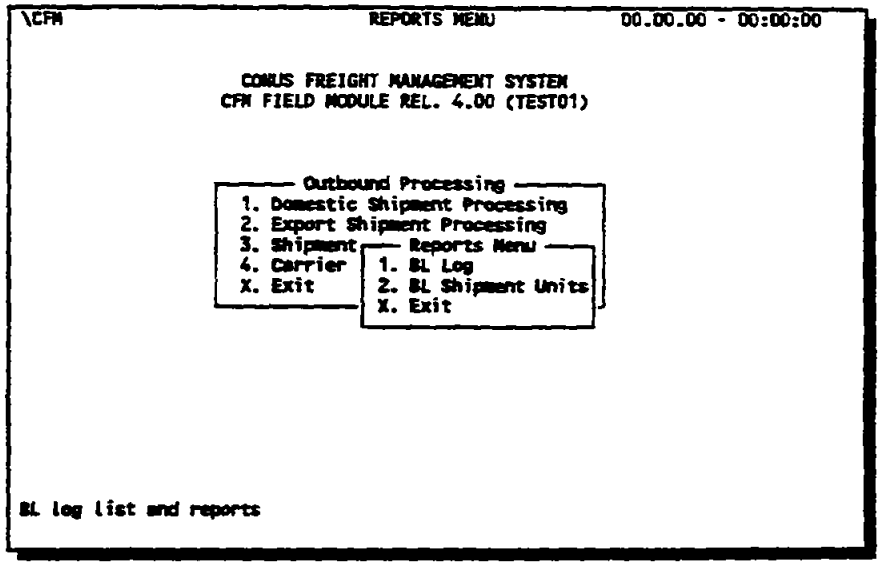


Figure 3-1. The Reports Menu.

The data to be reported on is broken down into two categories: the BL Log, containing summary information about each BL created in the system, and BL Shipment Units, containing details about each item shipped on each BL.

For information and reports about traffic lanes, carriers and BL history, select **BL Log** by pressing [1] on the **Reports** menu.

For information and reports about TCNs, appropriations, contracts, commodities, and billing offices, select **BL Shipment Units** by pressing [2] on the **Reports** menu.

3.1 Menu Options Available

Option	Description
BL Log	Lists all BLs that have been entered in the system. You can interactively select the BLs to be used in these pre-formatted BL Log reports: **Tonnage Report** - A detail report of completed traffic movements from the shipper to destination states. **Tonnage Summary** - A summary report of completed traffic movements from the shipper to destination states. **Carrier Report** - A report of each completed traffic award made to the carriers recognized by the system. **Carrier Summary** - A summary report of the completed traffic awarded to the carriers recognized by the system. **BL Log Short Form** - A short report of all BLs created by the system. **BL Log Long Form** - A more detailed report of all BLs created by the system.

Option	Description
BL Shipment Units	List all shipment units for BLs in the system. You can interactively select BL Shipment Unit data to be used in these pre-formatted reports: **Shipment Unit Detail** - A detail listing of the Shipment Unit data sorted by BL number. **TCN Detail** - A detail listing of Shipment Unit data sorted by TCN number. **Appropriation Detail** - A detail listing of Shipment Unit data sorted by appropriation and including prorated cost for the Shipment Unit with a subtotal for each appropriation. **Appropriation Summary** - A summary of the prorated costs and numbers of Shipment Units by appropriation. **Contract Detail** - A detail listing of Shipment Unit data sorted by contract and including prorated cost for the Shipment Unit with a subtotal for each contract. **Contract Summary** - A summary of the prorated costs and numbers of Shipment Units by Contract. **Commodity Detail** - A detail listing of Shipment Unit data sorted by commodity code and including the prorated cost for the Shipment Unit with a subtotal for each commodity. **Commodity Summary** - A summary of the prorated costs and numbers of Shipment Units by commodity code. **Billing Office Detail** - A detail listing of Shipment Unit data sorted by Billing Office and including the prorated cost for the Shipment Unit with a subtotal for each Billing Office. **Billing Office Summary** - A summary of the prorated costs and numbers of Shipment Units by Billing Office.

3.2 BL Log Reports

Press [1] on the **Reports Menu** and the **BL Log List** screen, shown below, will then be displayed.

```
\CFM                                BL LOG LIST              00.00.00 - 00:00:00
 Code GBL Number Iss Date Origin              Destination          Quantity
 6550 C-0000002    . .   MARLBORO       ,MA MARLBORO        ,MA        8 P
 6550 C-0000003    . .   BOSTON            MA LBJ SPACE CTR   TX     3243 P
 5200 C-0000004  94.08.12 NATICK R&D ENG    MA USAED SAN FRAN  CA     3200 P
 4010 C-0000012    . .   NATICK R&D ENG    MA USAED SAN FRAN  CA     3200 P
 1100 C-0000015    . .   BOSTON            MA MCGUIRE AFB     NJ     5000 P
 7000 C-0000016  94.08.18 BOSTON            MA MCGUIRE AFB     NJ     2000 P
 5200 C-0000017  94.08.18 BOSTON            MA ESSEX CTY APT NINJ      365 P
 5210 C-0000018  94.08.20 BOSTON            MA MANCHESTER      CT    24342 P
 5200 C-0000019  94.08.25 BOSTON            MA MANCHESTER      CT      342 P
 5200 C-0000020  94.08.25 BOSTON            MA MANCHESTER      CT        3 P
 5210 C-0010000  94.08.26 BOSTON            MA MANCHESTER      CT       23 P
 5200 C-0010001  94.08.28 BOSTON            MA MCGUIRE AFB     NJ     2000 P
 5000 C-0010002  94.08.28 BOSTON            MA MCGUIRE AFB     NJ     5000 P
 5200 C-0010003  94.09.01 ANDREWS AFB       MD MT ANG FB6261   MT      600 P

   Tag    Clear    Group Tag    Inquire    Quick    Report    Delete    eXit
Tag Highlighted GBL Log Shipment
```

Figure 3-2. The GBL Log List Screen.

Before generating a report, you must tag the shipments on which you would like to report. You can tag a single shipment, all shipments, or you can tag a group of shipments based on criteria such as origin or destination point.

3.2.1 Menu Options Available

The following table describes the menu options on the BL Log List screen.

Option	Description
Tag	Tags the highlighted shipment for reporting.
Clear	Clears all tags from shipments on the list.
Group Tag	Displays a selection screen on which you can enter specific criteria for tagging shipments for reporting.
Inquire	Displays details of the highlighted BL.
Quick	Allows the user to search for a particular BL number.

Option	Description
Report	Creates reports based on the tagged shipments.
Delete	Permanently removes tagged BLs from the BL Log.
Exit	Returns to the main menu.

3.2.2 Tagging a Single Shipment

To tag a single shipment for reporting, highlight the desired shipment and press [T]. If you would like to manually select additional shipments, simply highlight the shipment and press [T].

3.2.3 Clearing Tagged Shipments

To clear tags on all shipments, press [C]. You can use this option after you have created a report, or if you would like to clear all tags and begin tagging items again.

3.2.4 Tagging a Group of Shipments

To tag a group of shipments based on criteria of your choosing, press G. A group tag window will then be displayed. This option allows you to tag all shipments using a particular type of equipment, all shipments originating from a particular city or state, all shipments whose destination is a particular city, state, or region, etc.

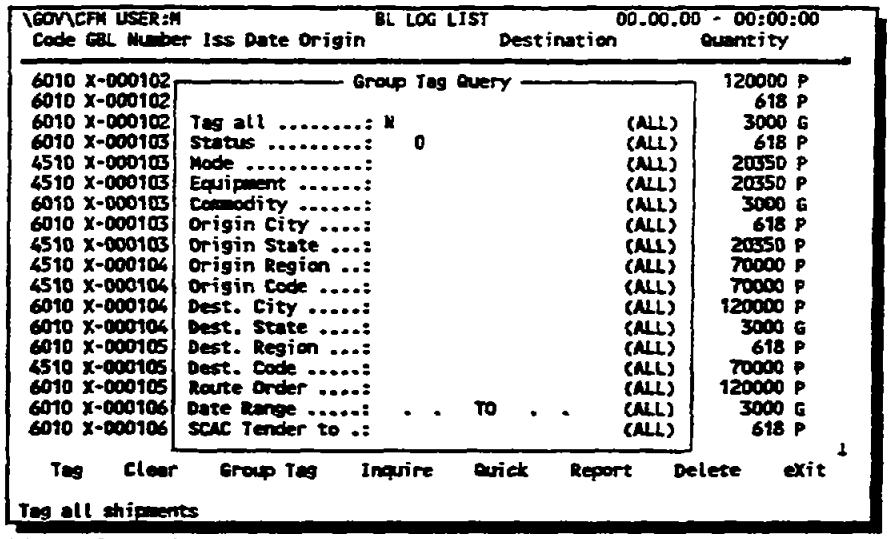


Figure 3-3. Group Tag Query Window.

To enter criteria on which to tag shipments for reporting, press Tab to move to the desired data field, and enter the desired criteria. Enter *only* the criteria on which you want to tag shipments. When you have finished entering criteria, press Page Down to complete data entry on this screen.

3.2.4.1 Data Elements

The data elements on the **Group Tag Query** window are displayed in the table below. If you want to report on all shipments originating in Illinois, for example, tab to the Origin State field and enter IL.

Screen Label	Description
Tag All	This field defaults to N for No. If you would like to tag all shipments, enter a Y in this field.

Screen Label	Description
Status	The status code for the shipments on which you would like to report.
Mode	The movement mode for the shipments on which you would like to report.
Equipment	The equipment code for the type of equipment on which you would like to report.
Commodity	The commodity code for the type of commodity on which you would like to report.
Origin City	The origin city for shipments on which you would like to report.
Origin State	The origin state for shipments on which you would like to report.
Origin Region	The origin region for shipments on which you would like to report.
Origin Code	The address code for the origin point on which you would like to report.
Dest. City	The destination city for shipments on which you would like to report.
Dest. State	The destination state for shipments on which you would like to report.
Dest. Region	The destination region for shipments on which you would like to report.
Dest. Code	The address code for the destination point on which you would like to report.
Date Range	The time frame on which you would like to report. Enter a begin date (YY.MM.DD), press Enter, then enter an ending date in the same format.
SCAC Tender to	The SCAC for the carrier on which you would like to report. There is a pick list available for partial or unknown entries.

After you have entered the desired criteria, press Page Down to complete the screen. You will be asked whether you would like to clear all previous tags. To "start fresh" with the criteria you have just selected, highlight <Yes>. However, if you would like to add the shipments selected by the current criteria to shipments that you have previously tagged, highlight <No>. The shipments meeting your criteria will now be tagged.

3.2.4.2 Adding a Region for Group Tagging

To add a region for group tagging purposes, press G to select group tag from the **BL Log List** screen. Tab to either the Origin Region or Destination Region field. Enter an asterisk (*) into the field. The screen shown in Figure 5-4 is displayed.

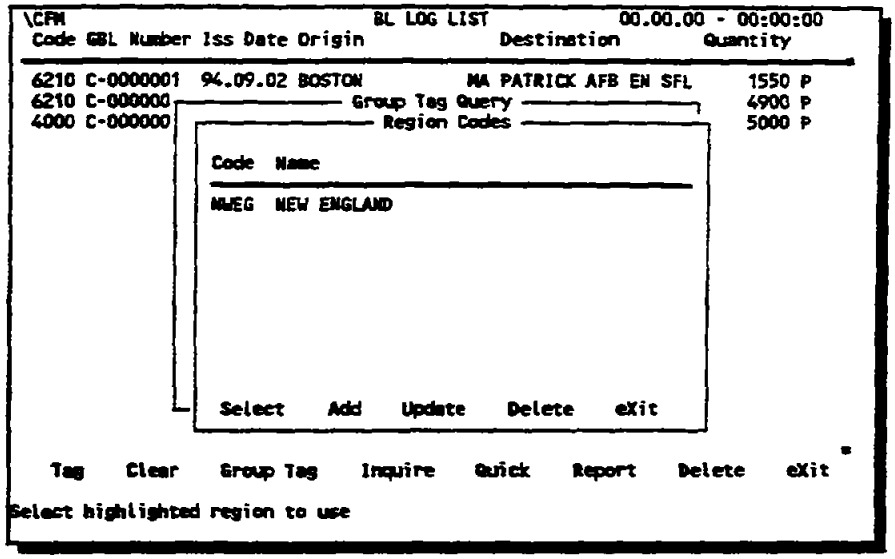


Figure 3-4. Region Codes Window.

Press A to add a region. Type a code of your choosing into the Code field, and a descriptive name into the Name field. Press Enter to complete the window. At this point, the name of the region is added, but the region does not contain any location points.

Now press U to update this region. Press A to add a location point. The screen shown in Figure 5-5 is displayed

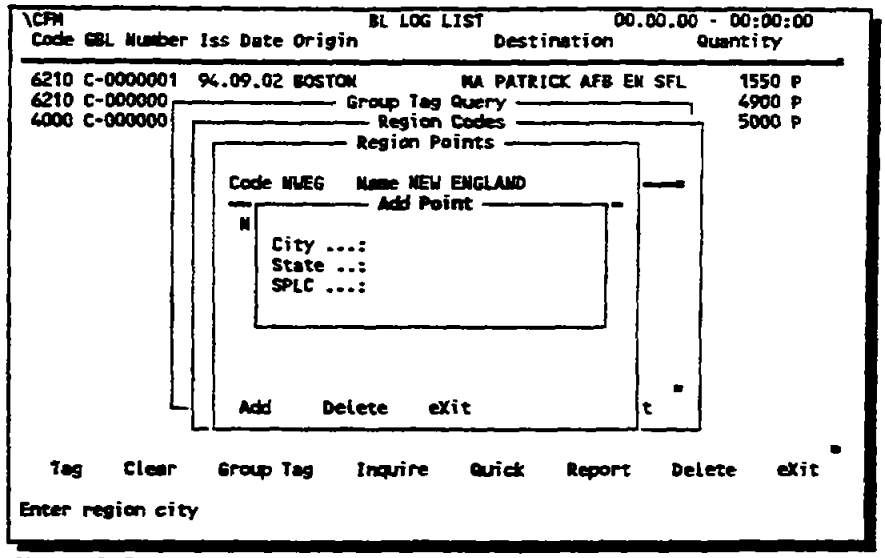


Figure 3-5. Adding a Region Point.

Type a City, State, and SPLC for the point that you wish to add. Press Enter to complete the screen. Your point will now be displayed on the Region Points window. Continue to add points in the same manner until you have added all points for the region.

3.2.5 Displaying Detail of a BL

To display the detail information about the currently highlighted BL, press [I]. The BL Log Information screen, displayed below, will appear.

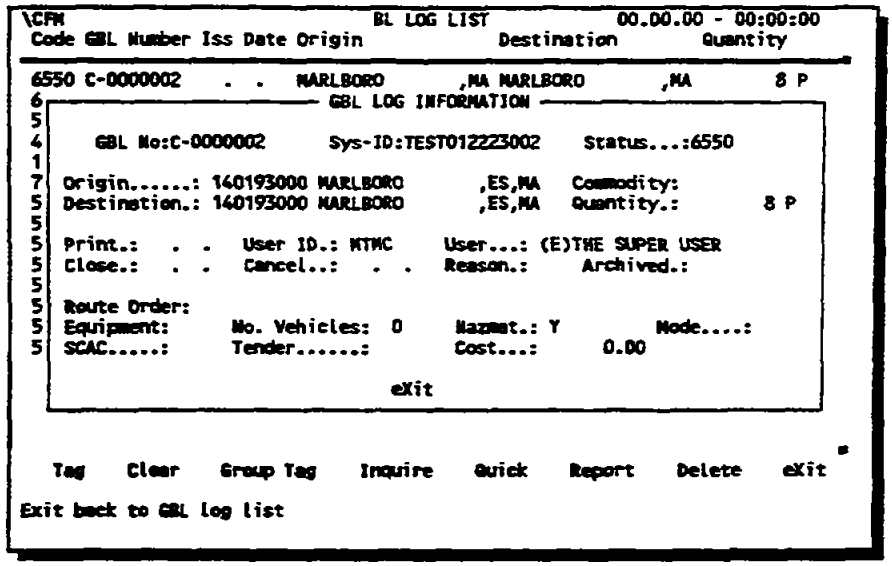


Figure 3-6. The GBL Log Information Screen.

Press [X] to exit this screen and return to the list.

3.2.6 Searching for a BL Number

To quickly locate a specific BL, press [Q]. The **Quick Find** screen, displayed below, will appear. Enter the BL number you would like to locate and the system will search the file and move to that BL. If no match is found, the system will display a message that it cannot find the desired BL number.

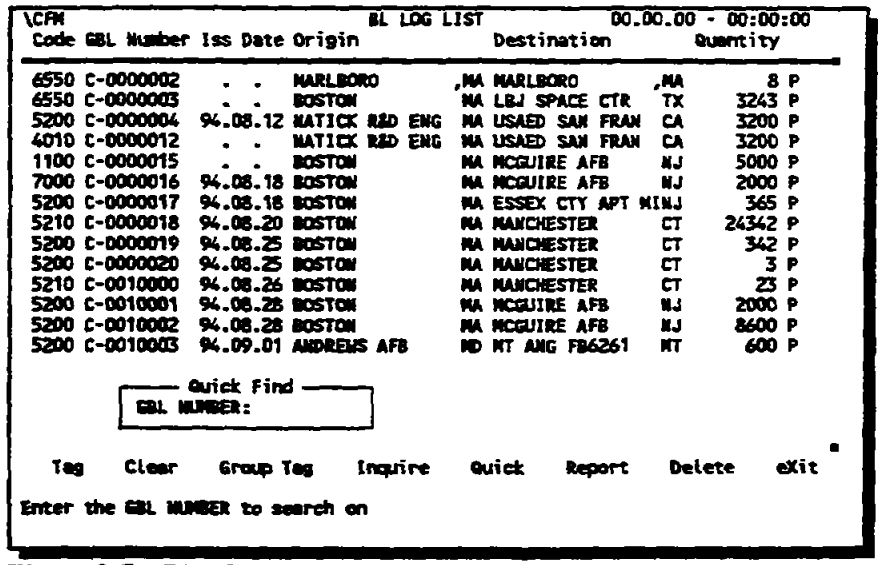


Figure 3-7. The Quick Find on GBL Number Screen.

3.2.7 Creating a Report

After you have tagged the shipments on which you would like to report, press [R] to create the report. The screen shown below will be displayed.

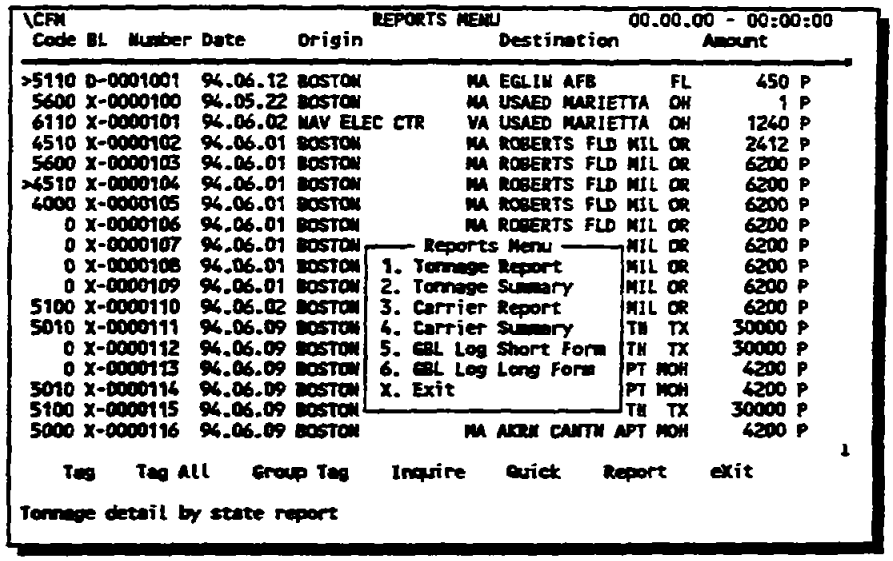


Figure 3-8. Report Selection Menu.

Select the report you would like to produce by pressing the number corresponding to that report, then press [Enter]. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.

Select [2] to send the report to the printer.

Select [3] to view it on your screen, and send a copy to the printer.

Select [X] to exit.

There are 6 major reports on the **Reports Menu** in the system. Each report is designed to give you a different view of the shipments that have been processed by the Shipper Module.

- **Tonnage Report** - A detail report of completed traffic movements from the shipper to destination states.
- **Tonnage Summary** - A summary report of completed traffic movements from the shipper to destination states.
- **Carrier Report** - A report of each completed traffic award made to the carriers recognized by the system.
- **Carrier Summary** - A summary report of the completed traffic awarded to the carriers recognized by the system.
- **BL Log Short Form** - A short report of all BLs created by the system.
- **BL Log Long Form** - A more detailed report of all BLs created by the system.

For each report, you have the option to print, display to screen, or both. Each report will also display a message if there is no data with which to create the report. The screen display will allow you to browse through the report, however, you cannot edit the displayed report.

3.2.7.1 Tonnage Report

Press [1] on the **Reports Menu** to generate the **Tonnage Report**. This report gives the detail of each shipment moved along traffic lanes between the shipper's site and each destination state.

```
00.00.00 - 00:00:00                                                    Page: 1
                          CFM FIELD MODULE SITE NAME

                            Tonnage Detail Report

Destination State - XX

Destination City SCAC  Print Dt BL No.     Sys-ID  Equip. Haz     Qty        Cost
XXXXXXXXXXXXXXX  XXXX  99/99/99 X-9999999  9999999 XXX-99  X  9999999 P   999999.99
                                                                --------- ----------
                                  Subtotals for State XX are :  99999999 P 9999999.99

                        Final Totals are : XXXX Shipments for  9999999999 P 99999999.99
```

Figure 3-9. The Tonnage Report.

3.2.7.1.1 Data Elements

The following data elements are displayed in the report:

- Destination City, State
- Print Date of BL
- BL No.
- System ID
- SCAC
- Equipment Used and Number
- Weight of Shipments
- Costs of Shipments
- Hazardous Materials Flag

3.2.7.1.2 Report Criteria

The criteria for the report are as follows:

Master Database : Shipplan
Sorted by ..... : Destination state + SPLC + carrier (SCAC)
Groupings ..... : By destination state
Subtotals..... : Weight and cost of shipments
Summaries..... : Count, weight, and cost of all shipments
Note ..... : None
Limits ..... : Shipments with BL Number, but not cancelled

3.2.7.2 Tonnage Summary

Press [2] on the **Reports Menu** to generate the **Tonnage Summary**. This report gives the summary of traffic lane movements. It provides state and monthly breakdowns of traffic.

```
00.00.00 - 00:00:00                                          Page: 1
                        CFM FIELD MODULE SITE NAME

                          Tonnage Summary Report

State                          Shipments    Quantity        Cost
==========================================================================
XX-XXXXXXXXXXXXXXXXXXXX
        Month : XXXXXXXXX         9999    99999999 P    9999999.99
                                  ----    --------      ----------
  Subtotals for State XX are :    9999    99999999 P    9999999.99

                                  ====    ========      ==========
          Final Totals are :      9999  9999999999 P    99999999.99
```

Figure 3-10. The Tonnage Summary Report.

3.2.7.2.1 Data Elements

The following data elements are displayed in the report:

- Destination State
- Month of BL Print Date
- Number of Shipments
- Weight of Shipments
- Costs of Shipments

3.2.7.2.2 Report Criteria

The criteria for the report are as follows:

Master Database : Shipplan
Sorted by ..... : Destination State + Month of BL Print
Groupings ..... :
1..... : By destination State
2..... : By Month
2 subtotal : Count, weight, and cost of shipments
1 subtotal : Count, weight, and cost of shipments
Summaries..... : Count, weight, and cost of all shipments
Note ..... : None
Limits ..... : Shipments with BL Number, but not cancelled

3.2.7.3 Carrier Report

Press 3 on the Reports Menu to generate the Carrier Report. This report gives the detail of each traffic award made to carriers and helps the transportation officer negotiate with the carriers as well as report on traffic distribution among carriers.

```
00.00.00 - 00:00:00                                                Page: 1
                          CFM FIELD MODULE SITE NAME

                        Carrier Shipment Detail Report

SCAC - Carrier Name

BL No.    Sys-ID  Origin       Destination  Print Dt Equip. Quantity        Cost
X-9999999 9999999 XXXXXXXXX,XX XXXXXXXXX,XX 99.99.99 XXX-99 99999999 P   999999.99
                                                    --------- ----------
                Subtotals for SCAC are : 999 Shipments for 999999999 P  9999999.99

                                                    ========= ==========
                 Final Totals are : 9999 Shipments for  9999999999 P 99999999.99
```

Figure 3-11. Carrier Report.

3.2.7.3.1 Data Elements

The following data elements are displayed in the report:

- SCAC - SCAC and name of the carrier awarded the shipments
- BL No. - BL number for the shipment
- SYS-ID - Unique Shipper Module shipment identifier
- Origin - Origin city and state of the shipment
- Destination - Destination city and state of the shipment
- Print Dt - Date the BL was printed
- Equip. - Type and number of pieces of equipment in shipment
- Weight - Weight of shipment
- Cost - Total cost of shipment

3.2.7.3.2 Report Criteria

The criteria for the report are as follows:

Master Database : Shipplan
Sorted by ..... : Carrier (SCAC) + BL Number
Groupings ..... : Carrier (SCAC)
Subtotals..... : Count, weight, and cost of shipments awarded
Summaries ..... : Count, weight, and cost of all shipments
Limits ..... : Shipments with BL No. and not cancelled

3.2.7.4 Carrier Summary

Press [4] on the **Reports Menu** to generate the **Carrier Summary** report. This report gives a summary of the traffic awarded to carriers and helps the transportation officer negotiate with the carriers as well as report on traffic distribution among carriers.

```
00.00.00 - 00:00:00                                              Page: 1
                        CFM FIELD MODULE SITE NAME

                        Carrier Shipment Summary Report

SCAC  Name                                Shipments      Quantity        Cost
═══════════════════════════════════════════════════════════════════════════
XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      9999      99999999 P  9999999.99
                                             ====      ==========  ==========
                      Final Totals are :     9999      9999999999 P 99999999.99
```

Figure 3-12. The Carrier Summary Report.

3.2.7.4.1 Data Elements

The following data elements are displayed in the report:

- SCAC - SCAC of the carrier awarded shipments
- Carrier Name - Name of the carrier awarded shipments
- Total Number of Shipments - Total number of shipments awarded
- Total Weight of Shipments - Total weight of the shipments awarded
- Total Costs of Shipments - Total cost of the shipments awarded

3.2.7.4.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipplan
Sorted by ..... : Carrier (SCAC)
Groupings ..... : None
Summaries..... : Count, Weight, and Cost of Shipments
Note ..... : None
Limits ..... : Shipments with BL Number and not cancelled

3.2.7.5 BL Log Short Form

Press [5] from the Reports Menu to generate the BL Log Short Form report. This report lists BLs printed by the system and helps the transportation officer keep track of BL's Numbers used. It provides a way for the T.O. to quickly find the date a BL was printed, who printed it, and its current processing status.

```
00.00.00 - 00:00:00                                              Page: 1
                        CFM FIELD MODULE SITE NAME

                              BL Log Short Form

GBL No.    Sys-ID   Printed  GBL Printed By       Cancelled Closed   Archived
X-9999999  9999999  99.99.99 XXXXXXXXXXXXXXXXXXX  99.99.99  99.99.99 XXXXXXXXXX
```

Figure 3-13. The GBL Log Short Form Report.

3.2.7.5.1 Data Elements

The following data elements are displayed in the report:

- BL Number
- System ID
- Print Date of BL
- User Name
- Cancel Date
- Close Date

- Archived

3.2.7.5.2 Report Criteria

The criteria for the report are as follows:

Master Database.: BL_Log
Sorted by ..... : BL Number
Groupings ..... : None
Summaries..... : None
Note ..... : Dividing line on each Line of Detail
Limits ..... : None

3.2.7.6 BL Log Long Form

Press [6] on the **Reports Menu** to generate the **BL Log Long Form** report. This report lists all BLs in the system, describing all major details for each BL printed.

```
00.00.00 - 00:00:00                                              Page: 1
                        CFM FIELD MODULE SITE NAME

                            BL LOG LONG FORM

GBL No.: X-9999999          Sys-ID.: 9999999     Status...: 9999

 Origin.....: 999999999  XXXXXXXXXXXXXXXXX,XX     Commodity: 99999999
 Destination..: 999999999  XXXXXXXXXXXXXXXXX,XX   Quantity.: 99999999 P

 Print.: 99.99.99  User ID.: XXXXXXXX  User...: XXXXXXXXXXXXXXXXXXX
 Close.: 99.99.99  Cancel..: 99.99.99  Reason.: X  Archived.: XXXXXXXXXX

 SCAC..: XXXX      Tender..: XXXXXX-XX  Cost...: 999999.99
```

Figure 3-14. The GBL Log Long Form Report.

3.2.7.6.1 Data Elements Displayed in the Report

The following data elements are displayed in the report:

- BL Number
- System ID
- Status
- Origin SPLC

- Origin City State
- Destination SPLC
- Destination City State
- Commodity
- Weight of Shipment
- Print Date of BL
- User ID of person who printed BL
- Name of user who printed BL
- Close date of BL
- Cancellation Date of BL
- Reason for Canceling BL
- Archived
- Shipping SCAC of BL
- SCAC's Tender
- Cost of shipping BL
- Fund cite or TAC Code for billing of BL

3.2.7.6.2 Report Criteria

The criteria for the report are as follows:

Master Database.: BL Log
Sorted by ..... : BL Number
Groupings ..... : None
Summaries ..... : None
Note ..... : Dividing line on each group line of detail
Limits ..... : None

3.2.7.7 Clearing the BL Log List

BLs and their Shipment Units remain in the BL Log until you remove them. To permanently remove BLs from the BL Log, press D. The system will display the Delete Options screen, shown below.

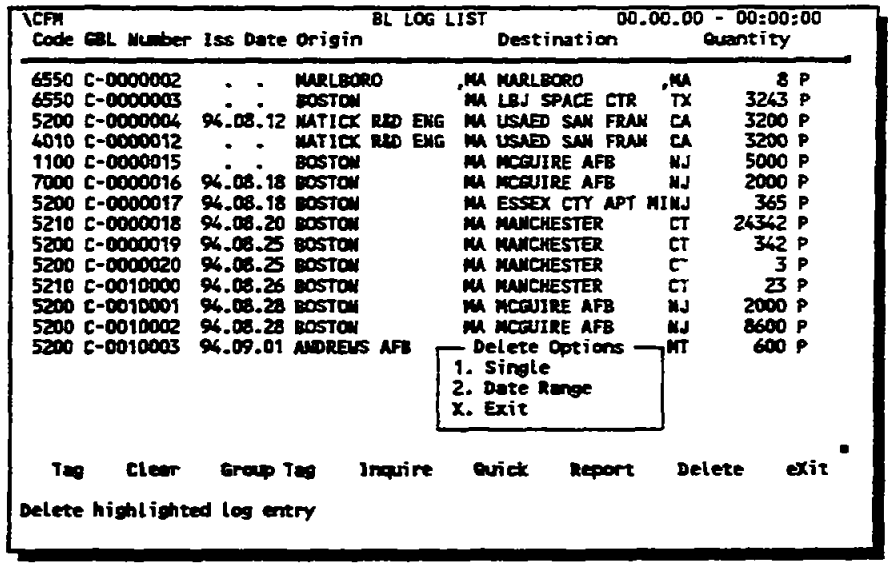


Figure 3-15. The Delete Options Screen.

If you wish to remove the currently highlighted BL, press 1.

If you wish to remove BLs based on Issue Date, press [2]. The Date Range screen, displayed below, will appear.

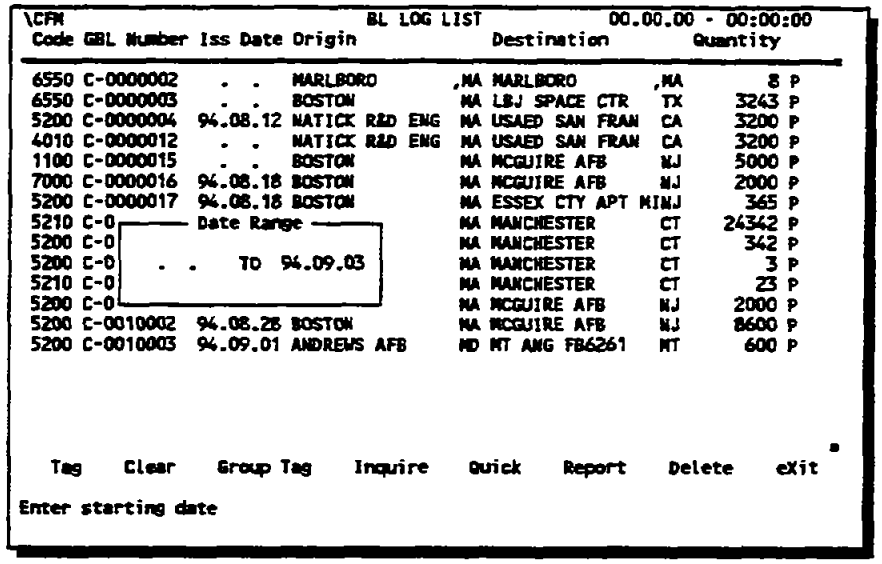


Figure 3-16. The Date Range Screen.

Enter the range of BL Issue dates for which you wish BLs removed from the BL Log. The system will remove all BLs (and associated shipment units) that have been sent to the Host. BLs that have not yet been sent to the Host will not be removed.

3.3 BL Shipment Unit Reports

Press [2] on the Reports Menu and the BL Shipment Unit List screen, shown below, will then be displayed.

```
\CFM                          BL SHIPMENT UNIT LIST          00.00.00 - 00:00:00
 TCN                    MM Commodity Quantity   FCC  PayOff Contract
 ------------------------------------------------------------------------
 765675765876576O0 Y  999912          8-P RD   236217
 WZ4UAA12345612OOX N  999912       3500-P RD   236217
 FZUAA123456789XXX N  999912       1500-P RD   236217
 FB3948793487210XX N  01219001    24342-P TT   236217
 FB3948798346EWEXX N  999912        342-P AR   MAVNTO
 OOOOOOOOOOOOOOOOO N  999912         23-P SR   MAVNTO
 WZ4FUAA1234561XXX N  999912       3500-P IL   MAVNTO
 FZUAA123456789XXX N  999912       1500-P FL   MAVNTO

   Tag    Clear    Group Tag    Inquire    BL    Quick    Report    eXit
Tag Highlighted GBL Line Item
```

Figure 3-17. The GBL Line Item Log Screen.

Before generating a report, you must tag the Shipment Units on which you would like to report. You can tag a single Shipment Unit or you can tag groups of Shipment Units based on criteria such as BL number, Contract, Commodity and Billing Office.

3.3.1 Menu Options Available

Option	Description
Tag	Tags the highlighted shipment unit for reporting.
Clear	Clears all tags from shipment units.
Group Tag	Displays a selection screen on which you can enter specific criteria for tagging shipment units for reporting.
Inquire	Displays detail for highlighted shipment unit.
BL	Displays detail BL Log information.
Quick	Searches for shipment unit by TCN.
Report	Creates reports based on the tagged shipment units.

Option	Description
Exit	Returns to the previous menu.

3.3.2 Tagging a Shipment Unit for Reporting

To tag a single shipment unit for reporting, highlight the desired shipment unit and press [T]. If you would like to manually select additional shipment units, simply highlight the shipment unit and press [T].

3.3.3 Clearing Tagged Shipment Units

To clear tags on all shipments, press [C]. You can use this option after you have created a report, or if you would like to clear all tags and begin tagging items again.

3.3.4 Tagging Groups of Shipment Units

To tag a group of shipment units based on criteria of your choosing, press [G]. A group tag window will then be displayed. These options allow you to tag all shipment units using a particular commodity, all shipment units for a particular contract, billing office, appropriation, all shipment units for a particular BL number, etc.

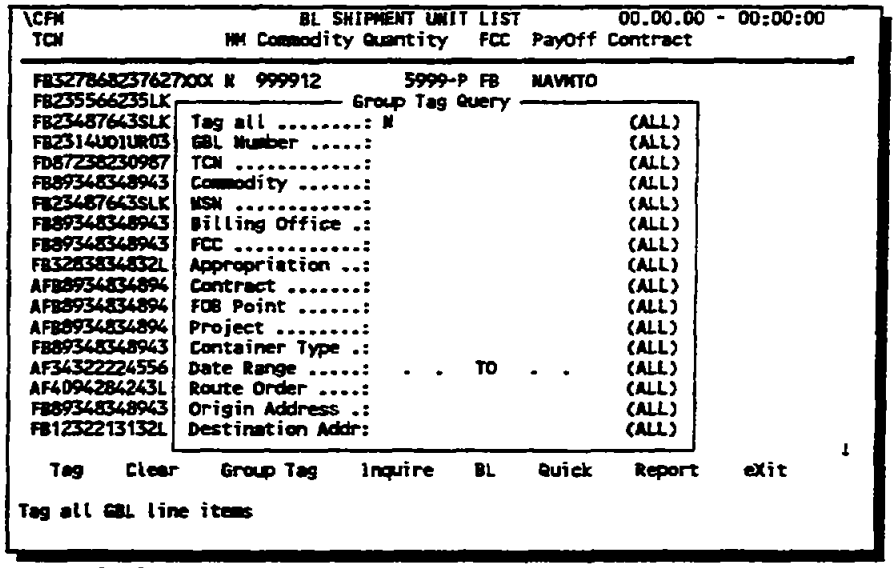


Figure 3-18. The Shipment Unit Group Tagging Screen.

To enter criteria on which to tag shipment units for reporting, press Tab to move to the desired data field, and enter the desired criteria. Enter *only* the criteria on which you want to tag shipment units. Press Page Down when you have finished entering criteria.

3.3.4.1 Data Elements

The data elements on the **Group Tag Query** window are displayed in the table below. If you want to report on all shipment units having a particular commodity code, for example, tab to the Commodity field and enter the desired commodity code.

Screen Label	Description
Tag All	Tags all shipment units displayed.
BL Number	Tags shipment units by BL number.
TCN	Tags shipment units by TCN number.
Commodity	Tags shipment units by commodity code.
NSN	Tags shipment units by NSN.
Billing Office	Tags shipment units by billing office.
FCC	Tags shipment units by Fund Cite Code.
Appropriation	Tags shipment units by Appropriation number.

Screen Label	Description
Contract	Tags shipment units by contract number.
FOB Point	Tags shipment units by FOB point.
Project	Tags shipment units by Project code.
Container Type	Tags shipment units by container type.
Date Range	Tags shipment units within the specified date range.
Route Order	Tags all shipment units with this route order number.
Origin Address	Tags all shipment units with this origin address code.
Destination Addr	Tags all shipment units with this destination address code.

After you have entered the desired criteria, press Page Down to move to the end of the screen. You will be asked whether you would like to clear all previous tags. To "start fresh" with the criteria you have just selected, highlight <Yes>. However, if you would like to add the shipment units selected by the current criteria to shipment units that you have previously tagged, highlight <No>. The shipment units meeting your criteria will now be tagged.

3.3.5 Displaying Details for a Shipment Unit

To display additional information for the currently highlighted shipment unit, press [I]. The screen below will be displayed.

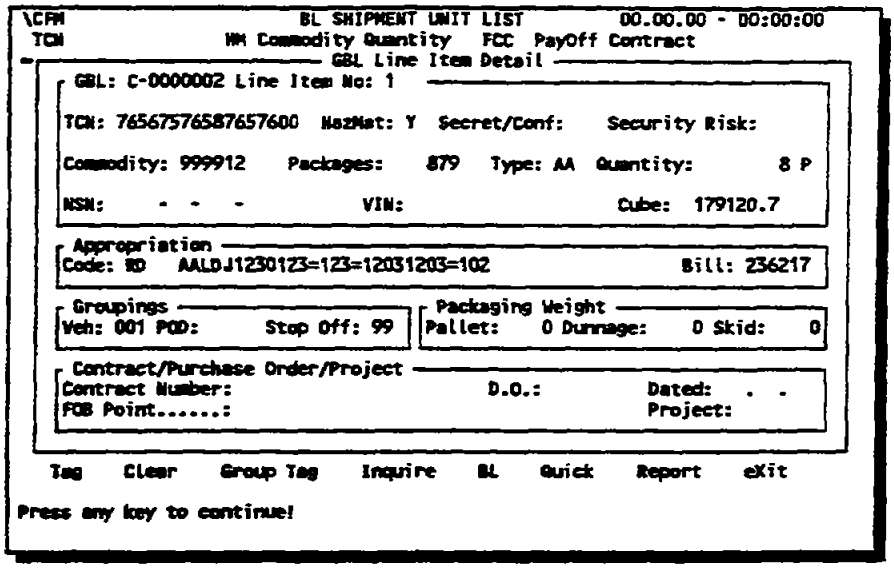


Figure 3-19. The GBL Line Item Detail Screen.

Press any key to clear the screen and return to the previous screen.

3.3.6 Displaying Details of BL for a Shipment Unit

To display information about the BL on which the currently highlighted shipment unit was shipped, press [B]. The screen below will be displayed.

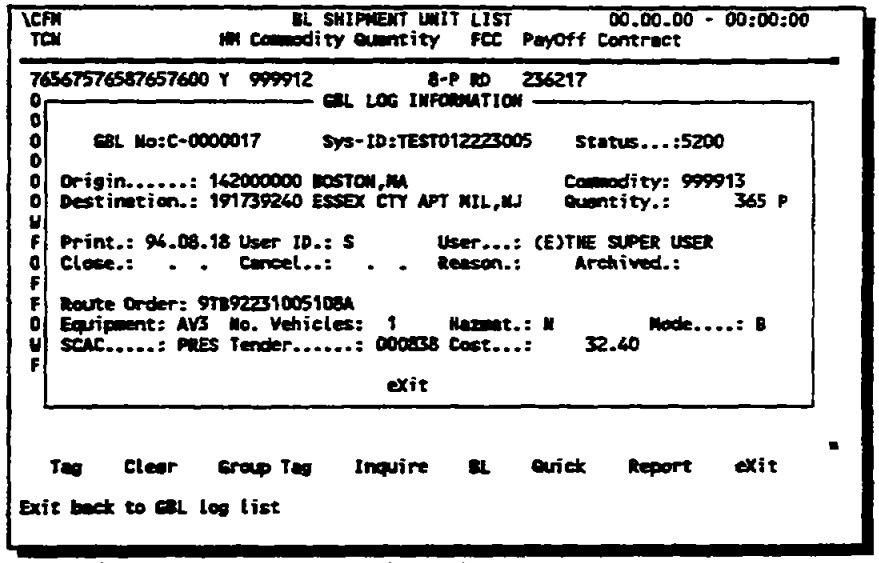


Figure 3-20. The GBL Log Information Screen.

Press any key to clear the screen and return to the previous screen.

3.3.7 Searching for a TCN

To locate a shipment unit with a particular Transportation Control Number (TCN), press [Q]. The screen displayed below will appear.

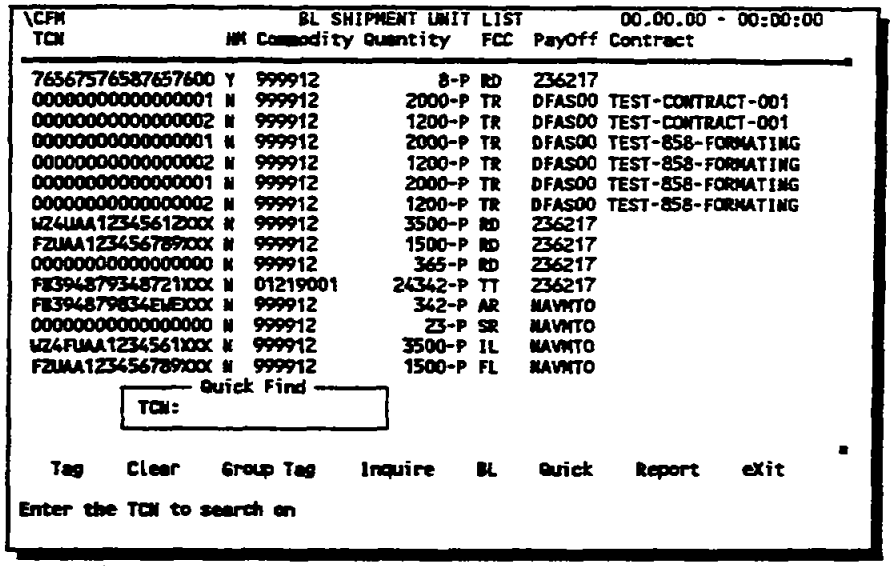


Figure 3-21. The TCN Quick Find Screen.

Enter the TCN number that you want to locate. The system will attempt to find a shipment unit that matches that TCN number and move to that record. If no match is found, a message will inform you of this.

3.3.8 Creating a BL Shipment Unit Report

After you have tagged the shipment units on which you would like to report, press [R] to create the report. The screen shown below will be displayed.

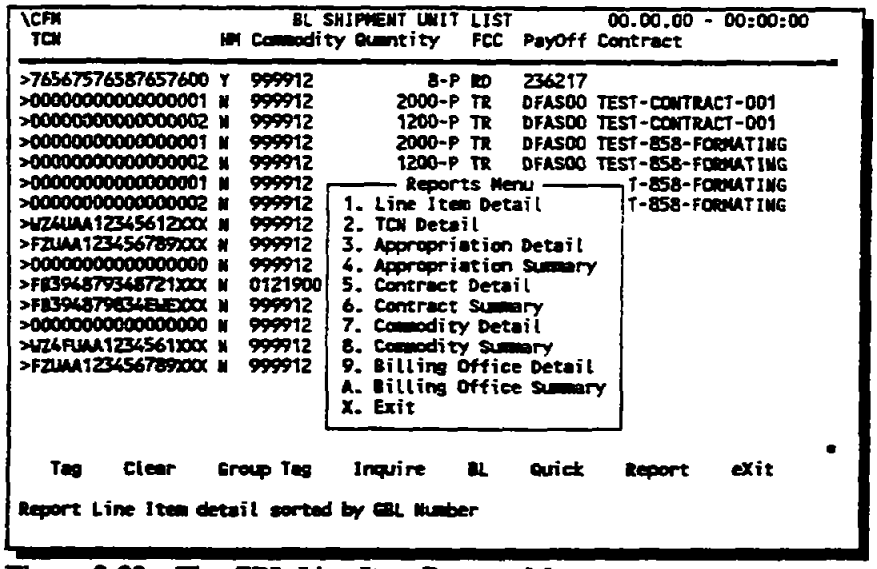


Figure 3-22. The GBL Line Item Reports Menu.

Select the report you would like to produce by pressing the number corresponding to that report or by highlighting the report menu option and then pressing [Enter]. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.

Select [2] to send the report to the printer.

Select [3] to view it on your screen, and send a copy to the printer.

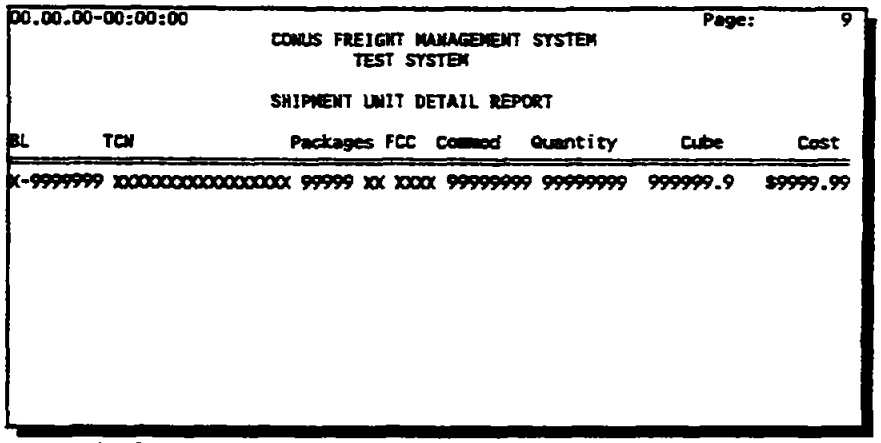
Select [X] to exit.

There are 10 major reports on the **Reports Menu** in the system. Each report is designed to give you a different view of the shipment units that have been processed by the Field Module.

- **Shipment Unit Detail** - A detail listing of the Shipment Unit data sorted by BL number.
- **TCN Detail** - A detail listing of Shipment Unit data sorted by TCN number.
- **Appropriation Detail** - A detail listing of Shipment Unit data sorted by appropriation and including prorated cost for the Shipment Unit with a subtotal for each appropriation.
- **Appropriation Summary** - A summary of the prorated costs and numbers of Shipment Units by appropriation.
- **Contract Detail** - A detail listing of Shipment Unit data sorted by contract and including prorated cost for the Shipment Unit with a subtotal for each contract.
- **Contract Summary** - A summary of the prorated costs and numbers of Shipment Units by Contract.
- **Commodity Detail** - A detail listing of Shipment Unit data sorted by commodity code and including the prorated cost for the Shipment Unit with a subtotal for each commodity.
- **Commodity Summary** - A summary of the prorated costs and numbers of Shipment Units by commodity code.
- **Billing Office Detail** - A detail listing of Shipment Unit data sorted by Billing Office and including the prorated cost for the Shipment Unit with a subtotal for each Billing Office.
- **Billing Office Summary** - A summary of the prorated costs and numbers of Shipment Units by Billing Office.

3.3.8.1 Shipment Unit Detail Report

Press [1] on the **Reports Menu** to generate the **Shipment Unit Detail** report. This report lists all Shipment Units in the system, describing all major details for each BL Shipment Unit printed.



```
00.00.00-00:00:00                                              Page:    9
                        CONUS FREIGHT MANAGEMENT SYSTEM
                              TEST SYSTEM

                        SHIPMENT UNIT DETAIL REPORT

BL       TCN                Packages FCC  Commod  Quantity    Cube      Cost
X-9999999 XXXXXXXXXXXXXXXX 99999 XX XXXX 99999999 99999999  999999.9  $9999.99
```

Figure 3-23. The Line Item Detail Report.

3.3.8.1.1 Data Elements

The following data elements are displayed in the report:

- BL
- TCN
- Number and Type of Package
- Fund Cite Code
- Commodity
- Quantity
- Cube
- Cost

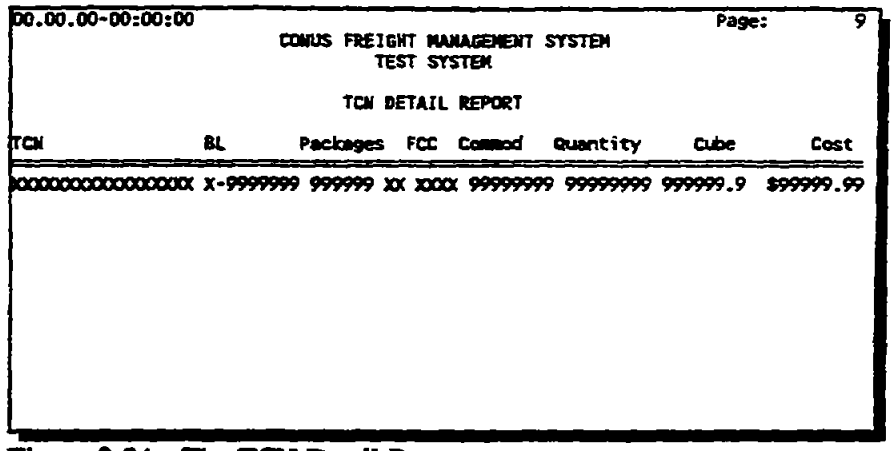
3.3.8.1.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : BL Number
Groupings ..... : BL Number
Summaries ..... : None
Note ..... : None
Limits ..... : None

3.3.8.2 TCN Detail Report

Press [2] on the Reports Menu to generate the TCN Detail report. This report lists all Shipment Units in the system by TCN, describing all major details for each Shipment Unit printed.



```
00.00.00-00:00:00                                              Page:    9
                    CONUS FREIGHT MANAGEMENT SYSTEM
                            TEST SYSTEM

                          TCN DETAIL REPORT

TCN                BL      Packages  FCC  Commod   Quantity    Cube      Cost
xxxxxxxxxxxxxxxxx  x-9999999 999999 xx xxxx 99999999 99999999 999999.9 $99999.99
```

Figure 3-24. The TCN Detail Report.

3.3.8.2.1 Data Elements

The following data elements are displayed in the report:

- TCN
- BL
- Number and Type of Packages
- Fund Cite Code
- Commodity
- Quantity
- Cube
- Cost

3.3.8.2.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : TCN
Groupings ..... : None
Summaries ..... : None
Note ..... : None
Limits ..... : None

3.3.8.3 Appropriation Detail Report

Press [3] on the **Reports Menu** to generate the **Appropriation Detail** report. This report lists all Shipment Units in the system grouped by Appropriation, describing all major details for each Shipment Unit printed, with subtotals for each appropriation.

```
00.00.00-00:00:00                                              Page:      9
                    CONUS FREIGHT MANAGEMENT SYSTEM
                              TEST-SYSTEM

                        APPROPRIATION DETAIL REPORT

Appropriation     BL Number TCN              FCC  Commod   Quantity     Cost
═══════════════════════════════════════════════════════════════════════════
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                  X-9999999  XXXXXXXXXXXXXXXX XXXX 99999999 99999999  $9999.99

   Items Shipped:      9999                          Estimated Cost: $99999.99
```

Figure 3-25. The Appropriation Detail Report.

3.3.8.3.1 Data Elements

The following data elements are displayed in the report:

- Appropriation
- BL Number
- TCN
- Fund Cite Code
- Commodity Code
- Quantity
- Cost
- Total Number of Items shipped under this Appropriation
- Total Cost of Items shipped under this Appropriation

3.3.8.3.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Appropriation
Groupings ..... : Appropriation
Summaries ..... : None
Note ..... : None
Limits ..... : None

3.3.8.4 Appropriation Summary Report

Press [4] on the Reports Menu to generate the **Appropriation Summary** report. This report lists all appropriations in the system with a summary of the number and cost of Shipment Units shipped under each appropriation.

```
00.00.00-00:00:00                                              Page:      9
                        CONUS FREIGHT MANAGEMENT SYSTEM
                              TEST-SYSTEM

                        APPROPRIATION SUMMARY REPORT

Appropriation                                              Items        Cost
═══════════════════════════════════════════════════════════════════════════
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 999999   $999999.99
═══════════════════════════════════════════════════════════════════════════
                                                           999999   $9999999.99
```

Figure 3-26. The Appropriation Summary Report.

3.3.8.4.1 Data Elements

The following data elements are displayed in the report:

- Appropriation
- Items shipped under this Appropriation
- Cost of Items shipped under this Appropriation
- Total Number of Items
- Total Cost of Items

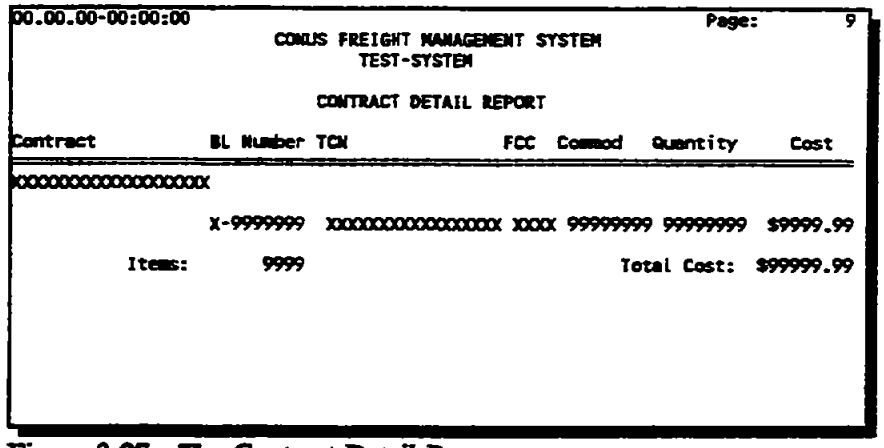
3.3.8.4.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Appropriation
Groupings ..... : Appropriation
Summaries ..... : Totals
Note ..... : None
Limits ..... : None

3.3.8.5 Contract Detail Report

Press [5] on the Reports Menu to generate the Contract Detail report. This report lists all Shipment Units in the system grouped by Contract, describing all major details for each Shipment Unit printed with a subtotal for each Contract.



```
00.00.00-00:00:00                                              Page:      9
                        CONUS FREIGHT MANAGEMENT SYSTEM
                              TEST-SYSTEM

                           CONTRACT DETAIL REPORT

Contract          BL Number TCN              FCC  Commod  Quantity     Cost
==========================================================================
XXXXXXXXXXXXXXXXXX

                  X-9999999 XXXXXXXXXXXXXXXX XXXX 99999999 99999999 $9999.99

          Items:      9999                                Total Cost: $99999.99
```

Figure 3-27. The Contract Detail Report.

3.3.8.5.1 Data Elements Displayed in the Report

The following data elements are displayed in the report:

- Contract
- BL Number
- TCN
- Fund Cite Code
- Commodity
- Quantity
- Cost
- Item Shipped under this Contract
- Cost of Items shipped under this Contract

3.3.8.5.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Contract
Groupings ..... : Contract
Summaries ..... : None
Note ..... : None
Limits ..... : None

3.3.8.6 Contract Summary Report

Press 6 on the **Reports Menu** to generate the **Contract Summary** report. This report lists all contracts in the system with a summary of the number and cost of Shipment Units shipped under each contract.

```
00.00.00-00:00:00                                              Page:      9
                    CONUS FREIGHT MANAGEMENT SYSTEM
                          TEST-SYSTEM

                      CONTRACT SUMMARY REPORT

Contract              FOB Point    Effective        Items          Cost
XXXXXXXXXXXXXXXXXXX   XXXXXX       99.99.99         999999    $999999.99
                                                    999999   $9999999.99
```

Figure 3-28. The Contract Summary Report.

3.3.8.6.1 Data Elements Displayed in the Report

The following data elements are displayed in the report:

- Contract
- FOB Point Named in Contract
- Effective Date of Contract
- Items shipped under this Contract
- Cost of Items shipped under this Contract
- Total Number of Items
- Total Cost of Items

3.3.8.6.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Contract
Groupings ..... : Contract
Summaries ..... : Totals
Note ..... : None
Limits ..... : None

3.3.8.7 Commodity Detail Report

Press [7] on the **Reports Menu** to generate the **Commodity Detail** report. This report lists all Shipment Units in the system grouped by Commodity Code, describing all major details for each Shipment Unit printed with a subtotal for each Commodity Code.

```
00.00.00-00:00:00                                              Page:      9
                        CONUS FREIGHT MANAGEMENT SYSTEM
                              TEST-SYSTEM

                           COMMODITY DETAIL REPORT

Commodity                BL Number  TCN              FCC   Quantity      Cost
=========================================================================
99999999 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                         X-9999999  XXXXXXXXXXXXXXXX XXXX  99999999  $9999.99

          Items Shipped:    999999                      Total Cost:  $99999.99
```

Figure 3-29. The Commodity Detail Report.

3.3.8.7.1 Data Elements

The following data elements are displayed in the report:

- Commodity and Description
- BL Number
- TCN
- Fund Cite Code
- Quantity
- Cost
- Total Number of Items with Commodity
- Total Cost of Items with Commodity

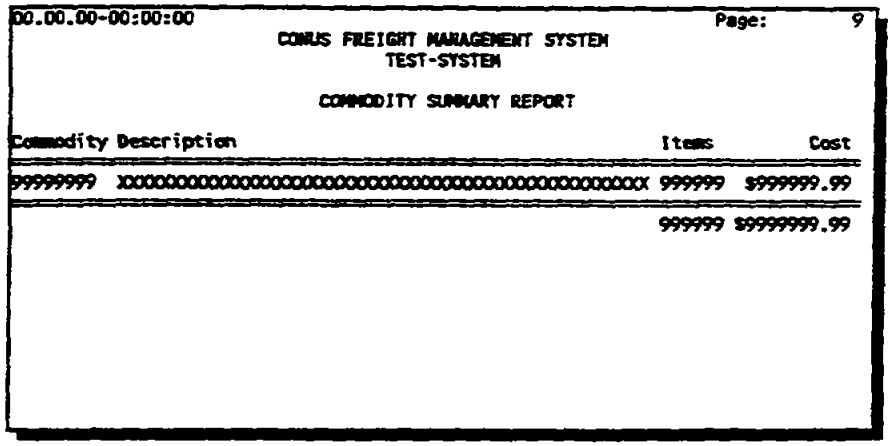
3.3.8.7.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Commodity Code
Groupings ..... : Commodity Code
Summaries ..... : None
Note ..... : None
Limits ..... : None

3.3.8.8 Commodity Summary Report

Press [8] on the Reports Menu to generate the Commodity Summary report. This report lists all commodities in the system with a summary of the number and cost of Shipment Units shipped with each commodity.



```
00.00.00-00:00:00                                              Page:      9
                        CONUS FREIGHT MANAGEMENT SYSTEM
                              TEST-SYSTEM

                          COMMODITY SUMMARY REPORT

Commodity Description                                    Items        Cost
========================================================================
99999999 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 999999 $999999.99
========================================================================
                                                         999999 $9999999.99
```

Figure 3-30. The Commodity Summary Report.

3.3.8.8.1 Data Elements

The following data elements are displayed in the report:

- Commodity Code and Description
- Number of Items with Commodity
- Cost of Items with Commodity
- Total Number of Items
- Total Cost of Items

3.3.8.8.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Commodity Code
Groupings ..... : Commodity Code
Summaries ..... : Totals
Note ..... : None
Limits ..... : None

3.3.8.9 Billing Office Detail Report

Press [9] on the **Reports Menu** to generate the **Billing Office Detail** report. This report lists all Shipment Units in the system grouped by Billing Office, describing all major details for each Shipment Unit printed with a subtotal for each Billing Office.

```
00.00.00-00:00:00                                              Page:      9
                        CONUS FREIGHT MANAGEMENT SYSTEM
                              TEST-SYSTEM

                          BILLING OFFICE DETAIL REPORT

Billing Office          BL Number  TCN              FCC   Quantity      Cost
═══════════════════════════════════════════════════════════════════════════
XXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX, XX XXXXXXXXX

                        X-9999999  XXXXXXXXXXXXXXXX XXXX  99999999   $9999.99

        Items Shipped:    999999                      Total Cost:   $999999.99
```

Figure 3-31. The Billing Office Detail Report.

3.3.8.9.1 Data Elements

The following data elements are displayed in the report:

- Billing Office Code
- Billing Office Name, City, State, Zip Code
- BL Number
- TCN
- Fund Cite Code
- Quantity
- Cost
- Total Number of Items for Billing Office
- Total Cost of Items for Billing Office

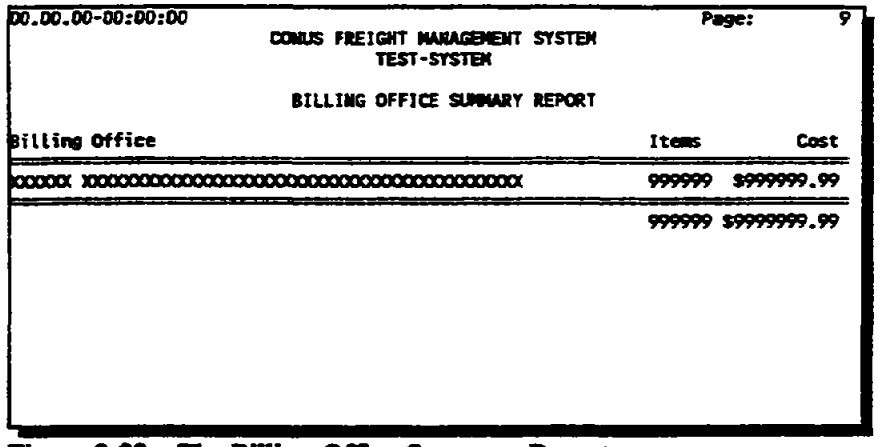
3.3.8.9.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by .....: Billing Office
Groupings .....: Billing Office
Summaries .....: Totals
Note .....: None
Limits .....: None

3.3.8.10 Billing Office Summary Report

Press [A] on the **Reports Menu** to generate the **Billing Office Summary** report. This report lists all Billing Offices in the system with a summary of the number and cost of Shipment Units shipped under each Billing Office.



```
00.00.00-00:00:00                                              Page:      9
                    CONUS FREIGHT MANAGEMENT SYSTEM
                            TEST-SYSTEM

                      BILLING OFFICE SUMMARY REPORT

Billing Office                                          Items        Cost
------ ------------------------------------------------ ------ ----------
xxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 999999 $999999.99
                                                       ------ ----------
                                                       999999 $9999999.99
```

Figure 3-32. The Billing Office Summary Report.

3.3.8.10.1 Data Elements

The following data elements are displayed in the report:

- Billing Office Code
- Billing Office Name
- Number of Items
- Cost of Items
- Total Number of Items
- Total Cost of Items

3.3.8.10.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Billing Office Code
Groupings ..... : Billing Office Code
Summaries ..... : Totals
Note ..... : None
Limits ..... : None

3.3.9 Creating a Shipment Report

Press [5] to create a shipment summary report. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.
Select [2] to send the report to the printer.
Select [3] to view it on your screen, and send a copy to the printer.
Select [X] to exit.

4.0 Carrier Performance

Press [4] on the **Outbound Processing** submenu to execute the **Carrier Performance** function. The Field Module is designed to capture carrier performance data as a part of the daily operations of Domestic Shipment Processing. Every time a carrier appears on a CFM routing for a shipment, the system retains the rated data for that carrier. As the user completes the carrier award process, the non-use reason codes entered when other-than-low cost carriers were used and carrier service failures entered are retained for evaluation.

4.1 Reviewing Service Failures

After selecting the Carrier Performance option, the system displays the **Carrier Performance List**, which contains a line for each carrier in the Carrier file. As rated carriers are sent from the CFM Host, they are added to the carrier file. Carriers entered for manually routed shipments will also be in the Carrier file.

The system automatically reviews, on a carrier-by-carrier basis, all shipments the carrier has been awarded, all routings on which this carrier was considered, and all service failures for this carrier for the last forty-five (45) calendar days. A summary for each carrier indicates the number of times each carrier was offered a shipment, the number of times the carrier was actually awarded a shipment, and the number of carrier service failures listed by type. After this summary is completed, the screen shown in Figure 4-1 appears.

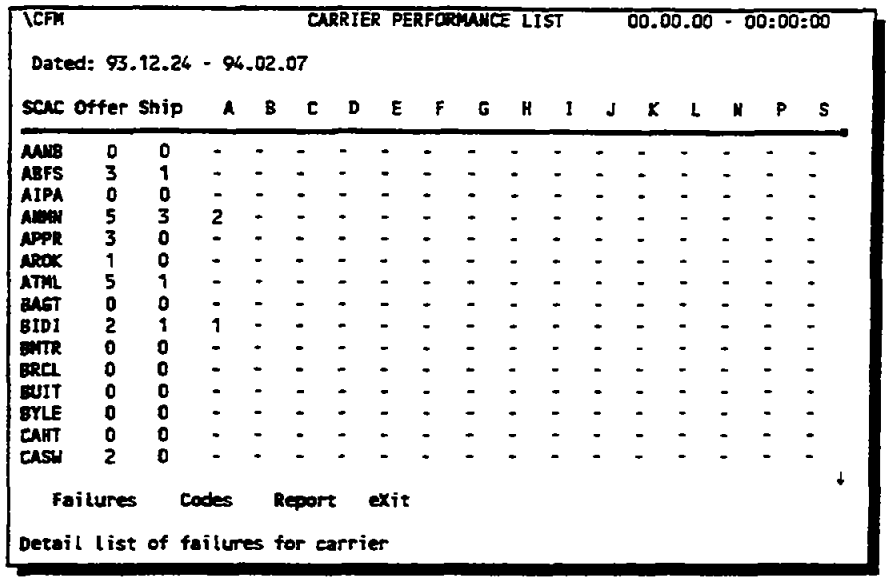


Figure 4-1. The Carrier Performance List Screen.

4.1.1 Columns Displayed

The following columns are displayed for each carrier.

Screen Label	Description
Dated	The beginning and ending dates for which the data applies. These two dates define the 45-day period used to search the database.
SCAC	The SCAC for the highlighted carrier.
Offer	The number of times the highlighted carrier was listed in a routing for a shipment.
Ship	The number of times the highlighted carrier actually carried the shipment.
A	The number of **Failure to Pick Up at Origin as Scheduled** failures that have occurred in the last 45 days.
B	The number of **Improper or Inadequate Equipment** failures that have occurred in the last 45 days.
C	The number of **Shipment Refusal** failures that have occurred in the last 45 days.
E	The number of **Failure to Provide Protective Service** failures that have occurred in the last 45 days.
F	The number of **Failure to Provide Signature and Tally Record** failures that have occurred in the last 45 days.
G	The number of **Time-in-Transit** failures that have occurred in the last 45 days.
H	The number of **Mishandling Freight** failures that have occurred in the last 45 days.
I	The number of **Loss or Damage** failures that have occurred in the last 45 days.
J	The number of **Improper Routing** failures that have occurred in the last 45 days.
K	The number of **Use of Bad Language or Offensive Conduct** failures that have occurred in the last 45 days.
L	The number of **Equipment, Facilities or Personnel Fail to Meet Government Safety Standards** failures that have occurred in the last 45 days.
N	The number of **Expired Carrier Exemption, Permits, or Authority** failures that have occurred in the last 45 days.

Screen Label	Description
P	The number of **Drug / Alcohol / Firearms Abuse** failures that have occurred in the last 45 days.
S	The number of **Failure to Comply w/ DOT, ICC, FAA, DoD Regulations** failures that have occurred in the last 45 days.

4.1.2 Menu Options

The following menu options are available on the Carrier Performance List.

Option	Description
Failures	Displays all service failures that have occurred for the highlighted carrier.
Codes	Displays all service failure code descriptions.
Penalties	Maintains local non-use penalties.
Report	Generates a report on carrier performance for the last 45 days. This report can be viewed on the screen or sent to a printer.
Exit	Returns to the **Outbound Processing Menu**.

4.1.3 Listing Service Failures

Press F to display the **Service Failures List**. All service failures for the highlighted carrier in the last forty-five (45) days are listed on the screen. You can view the detail of both the failure and the shipment on which it occurred using the **Detail** and **Shipment** menu options respectively.

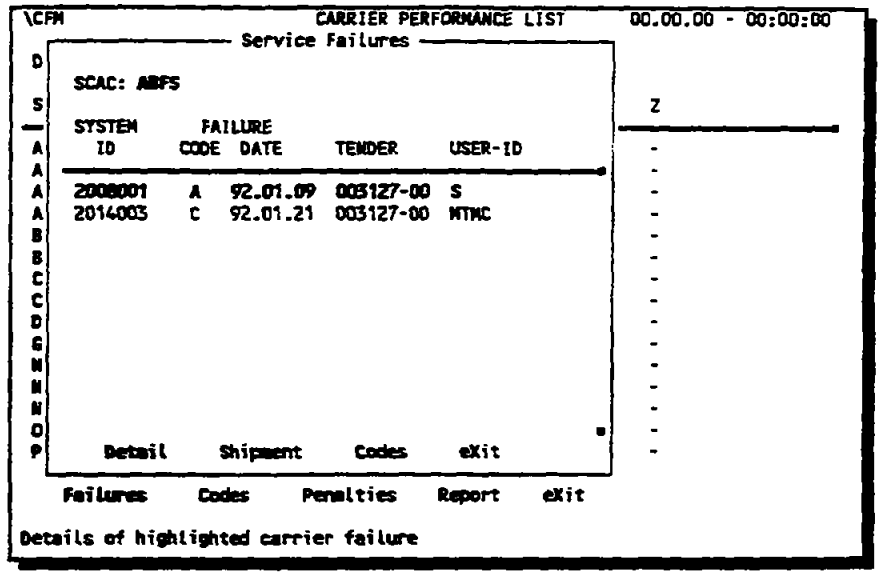


Figure 4-2. The Service Failures screen.

4.1.3.1 Columns Displayed

The following columns of data are displayed for each service failure.

Screen Label	Description
System ID	The system-assigned identifier for the shipment on which the failure occurred.
Failure Code	The service failure type code.
Failure Date	The date the service failure occurred.
Tender	The carrier's tender used in the ranking.
User-ID	The User-ID of the person entering the service failure.

4.1.3.2 Menu Options

The following menu options are available on the **Service Failures List**.

Option	Description
Detail	Displays the details of the highlighted service failure.
Shipment	Displays the details of the shipment on which the highlighted service failure occurred.
Codes	Displays a list of service failure codes and their descriptions.
Exit	Returns to the **Carrier Performance List**.

4.1.4 Service Failure Detail

Press **D** on the **Service Failures List** to view the details of the currently highlighted service failure. Press any key to return to the **Service Failures List**.

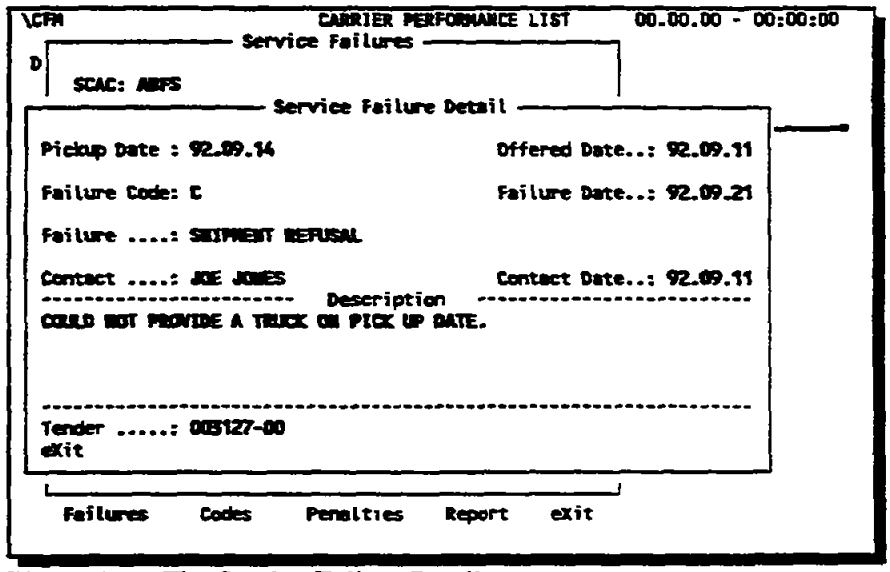


Figure 4-3. The Service Failure Detail screen.

4.1.4.1 Fields Displayed

The following information, entered during the carrier award process, is displayed.

Screen Label	Description
Pickup Date	The date the carrier was asked to pick up the shipment.
Offered Date	The date the offer to pick up the shipment was made.
Failure Code	The service failure code that was used.
Failure Date	The date the service failure occurred.
Failure	Description of the service failure code.
Contact	The name of the person contacted at the carrier office.
Contact Date	The date the contact was made.
Description	A user-entered description of the service failure circumstances.
Tender	The carrier's tender that was used to cost this shipment.

4.1.5 Shipment Detail

Press [S] on the **Service Failures List** to view the details of the shipment on which the currently highlighted service failure occurred. Press any key to return to the **Service Failure List**.

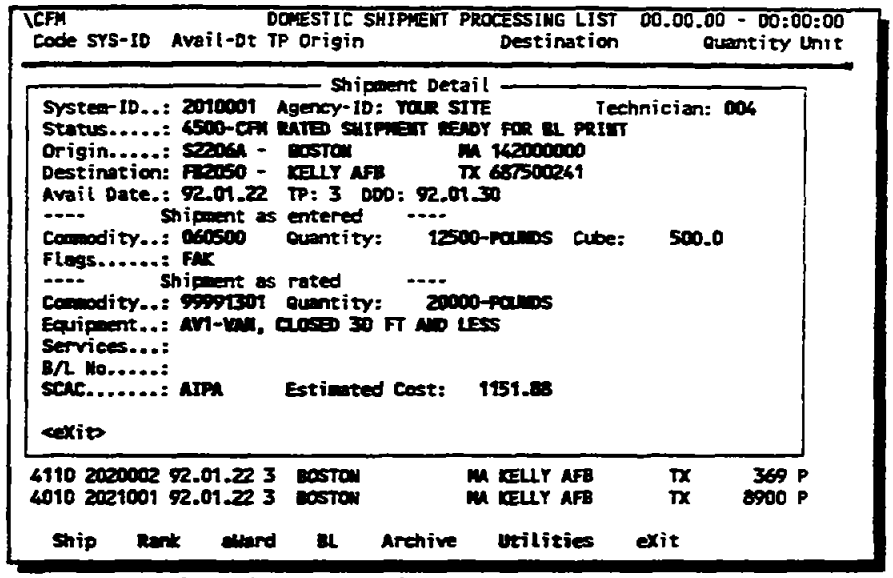


Figure 4-4. The Shipment Detail screen.

4.1.5.1 Fields Displayed

The following details of the shipment on which the failure occurred are displayed.

Screen Label	Description
System-ID	The system generated shipment identifier.
Agency-ID	The locally assigned shipment identifier.
Technician	The technician number of the CFM Host Freight Rate technician who routed the shipment.
Status	The current status code of the shipment.
Origin	The origin address code and city name and SPLC.
Destination	The destination address code and city name and SPLC.
Avail Date	Date the shipment is available for pickup.

Screen Label	Description
TP	Transportation Priority.
DDD	Desired Delivery Date.
Commodity (requested)	Commodity classification code as entered on the shipment request.
Quantity (requested)	Quantity and unit of measure as entered on the shipment request.
Cube	Total cubic feet of the shipment as entered on the shipment request.
Flags	Special shipment flags as entered on the shipment request.
Commodity (rated)	Commodity classification code as rated.
Quantity (rated)	Quantity and unit of measure as rated.
Equipment	Equipment type code as rated.
Services	Accessorial and protective services rated.
B/L No.	GBL Number assigned.
SCAC	SCAC of awarded carrier.
Estimated Cost	Estimated cost as rated.

4.1.6 Service Failure Codes

Press C on the **Service Failures List** to view the descriptions for the service failure codes. Press X to return to the **Service Failure List**.

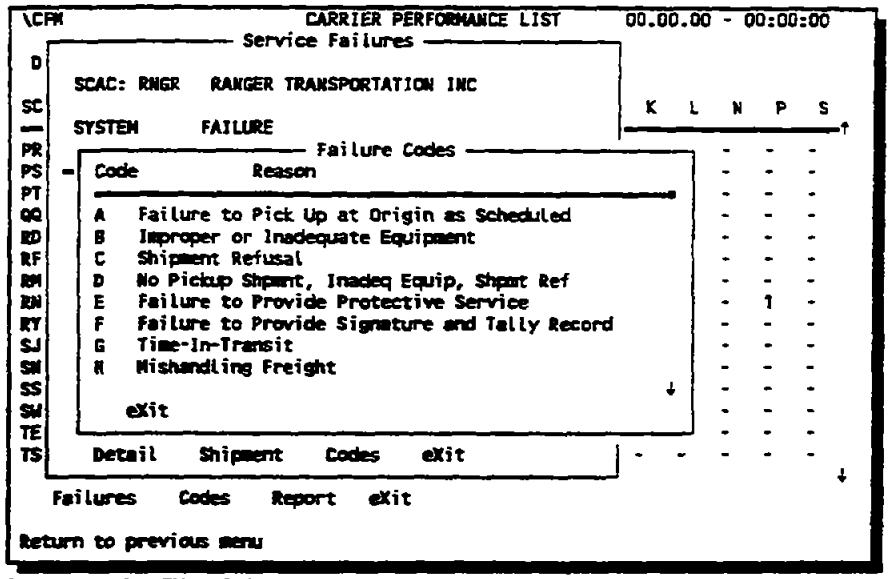


Figure 4-5. The Failure Codes screen.

4.1.6.1 Fields Displayed

The following columns are displayed for each service failure code.

Screen Label	Description
Code	The non-use reason code that generated a service failure.
Reason	Description of the non-use reason that resulted in a service failure for the carrier.

If you would like to print the list of service failure codes, access the View Only File option from the Reference Files main menu option. Service Failure codes is one of the View Only files, and can be printed from there.

4.2 Local Non-Use Penalties

You can impose local non-use penalties on a carrier based on the carrier's service using the **Local Non-Use Penalties** menu option. In order to apply a penalty, certain conditions must be met. See the section below on Adding a Non-Use Penalty for more information. These penalties are sent to the Host, and for the duration of the penalty, the carrier will not appear on routings for the site. In addition, the service failures will be sent to the Host for evaluation in the regional and national Carrier Performance program carried out by MTMC.

Press [P] from the **Carrier Performance List** to create or modify local non-use penalties. The **Local Non-Use Penalties** screen appears, as displayed below, listing all non-use penalties in the system.

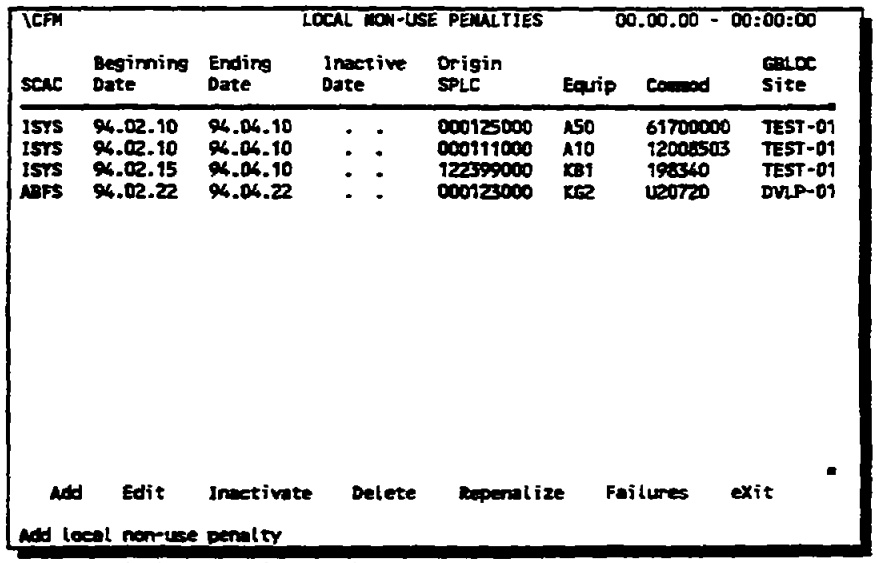


Figure 4-6. The Local Non-Use Penalties screen.

4.2.1 Columns Displayed

The following columns are displayed for each non-use penalty.

Screen Label	Description
SCAC	The SCAC of the carrier to which the local non-use penalty applies.
Beginning Date	The date the non-use penalty goes into effect.

Screen Label	Description
Ending Date	The date the non-use penalty ends.
Inactive Date	The date the non-use penalty was made inactive.
SPLC	The SPLC for the origin point where the non-use penalty is in effect.
Equip	The type of equipment covered under the non-use penalty. A blank indicate all type of equipment are covered by the penalty.
Commod	The commodity covered under the non-use penalty. A blank indicates that all commodities are covered by the penalty.
GBLOC/Site	The GBLOC and Site Number where the penalty was invoked.

4.2.2 Menu Options

The following menu options are available on the **Non-Use Penalties List**.

Option	Description
Add	Enter a new local non-use penalty.
Edit	Change the data for a local non-use penalty. Changes are only permitted if made before the penalty goes into effect. If a penalty is in effect, the user must inactivate the penalty and enter a new one.
Inactivate	Take a local non-use penalty out of effect.
Delete	Remove expired or inactive local non-use penalties from the database.
Repenalize	Put the currently highlighted expired or inactive local non-use penalty back into effect beginning with today's date.
Failures	
Exit	Returns to the **Carrier Performance Menu**.

Note: *Local non-use penalties will only affect Host routings after they have been sent to the Host during a file transfer and accepted by the Host. Routings created before penalties were in effect will continue to be valid.*

4.2.3 Adding a Local Non-Use Penalty

Press [A] to create a local non-use penalty. The **Local Non-Use Penalty Edit** screen will appear as displayed below.

You cannot apply a penalty to a carrier unless one of the conditions mentioned below have been met. These conditions are:

- Any one occurrence of abusive language, alcohol, drug or firearm abuse in a 45-day period.
- Any two refusals or no-shows or one of each in a 45-day period.
- Any three occurrences of improper equipment within a 30-day period.

If you attempt to penalize a carrier that does not meet these conditions, you will see an error message informing you that the SCAC does not have the supporting service failures to give a penalty. After you have entered the SCAC for the carrier, the system will display a list of all service failures for the carrier. You must then tag the failure or failures that are resulting in the penalty you are creating.

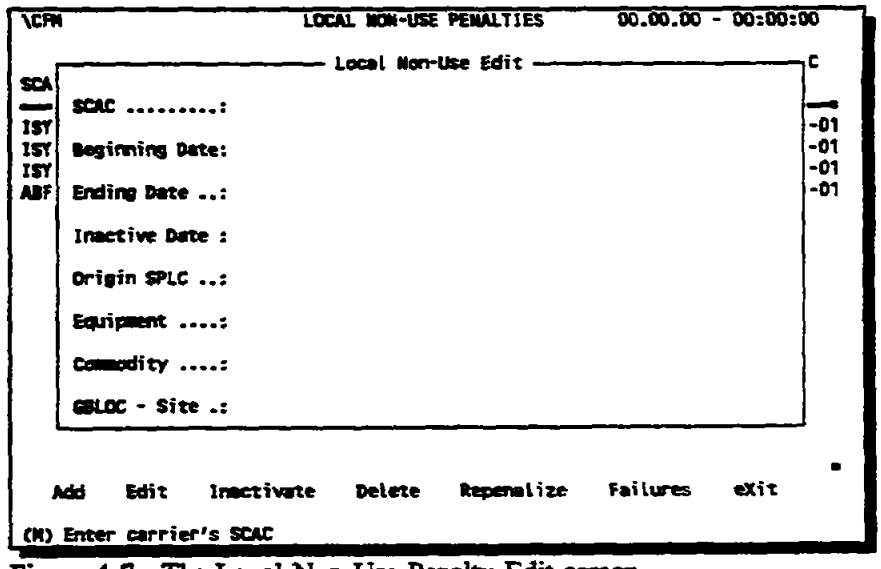


Figure 4-7. The Local Non-Use Penalty Edit screen.

4.2.4 Local Non-Use Penalty Data Elements

You must enter the following data elements to create a local non-use penalty.

Screen Label	Description
SCAC	Mandatory Entry. The user must enter the SCAC for the carrier to which the penalty applies. A pick list of valid SCACs will appear for partial or unknown entries.
Beg Date	Mandatory Entry. The user must enter the date the local non-use penalty is to go into effect. It cannot be earlier than the current date.
End Date	System Generated. Based on the entry in the Beginning Date field, the system will generate the Ending Date. It will be 30 calendar days from the Beginning Date.
Inactive Date	Optional Entry. When editing an existing effective non-use penalty, it is possible to make it inactive by entering the date when you wish it to be cancelled. The Inactive Date must be between the Beginning and the Ending Dates.
Origin SPLC	Mandatory Entry. The user must indicate the SPLC of the Origin Pickup point where the local non-use penalty is to be in effect. This SPLC must be valid. A pick list of valid SPCLs is available for partial or unknown entries. When the Host is notified of the local non-use penalty, this carrier will not be rated for shipments originating at this SPLC.
Equipment	Optional Entry. The user may narrow the scope of the local non-use penalty to a particular type of equipment used for shipments originating from the Origin SPLC by entering a valid equipment type code. A pick list of valid equipment type codes is available for partial or invalid entries. A blank in this field indicates that the penalty applies to all types of equipment.
Commodity	Optional Entry. The user may narrow the scope of the local non-use penalty to a particular commodity being shipped from the Origin SPLC by entering a valid commodity code. A pick list of valid commodity codes is available for partial or invalid entries. A blank in this field indicates that the penalty applies to all commodities.

Screen Label	Description
GBLOC/Site	System Generated. The GBLOC and Site Number of the installation invoking the local non-use penalty is automatically set by the system. This lets the Host know who invoked the penalty.

NOTE: You must be very careful in entering penalties as the system will prevent the changing of an active penalty. It is recommended that a new penalty be entered as effective on the next day so that changes can be made if typing or logical errors are made.

4.2.5 Changing a Local Non-Use Penalty

You can change a local non-use penalty that has not gone into effect yet by pressing [E]. The Local Non-Use penalty Edit screen appears and the user may modify the desired elements. If you wish to change a penalty that is currently in effect, you must first inactivate the current penalty and then enter a new penalty with the correct data.

4.2.6 Making a Local Non-Use Penalty Inactive

In order to invalidate a local non-use penalty, it is necessary to "Inactivate" it. Highlight the penalty you want to inactivate, and press [I] to inactivate a penalty. You will be prompted to make sure you want to inactivate the penalty.

4.2.7 Removing a Local Non-Use Penalty

Once a Local Non-Use Penalty has expired or been inactivated, you can remove it from the database by pressing [D]. The system will confirm that you wish to delete it and then removes it from the system.

4.2.8 Continuing an Expired Non-Use Penalty

If you want to extend the duration of a local non-use penalty, use the arrow keys to highlight the desired penalty and press [R] to repenalize the carrier. The system will prompt you for the new beginning date of the penalty.

4.2.9 Viewing Associated Failures

To view the failure or failures associated with a penalty, highlight the desired penalty and press [F]. The **Penalty Related Service Failures** window, shown below, will be displayed. To return to the **Local Non-Use Penalties** screen, press any key.

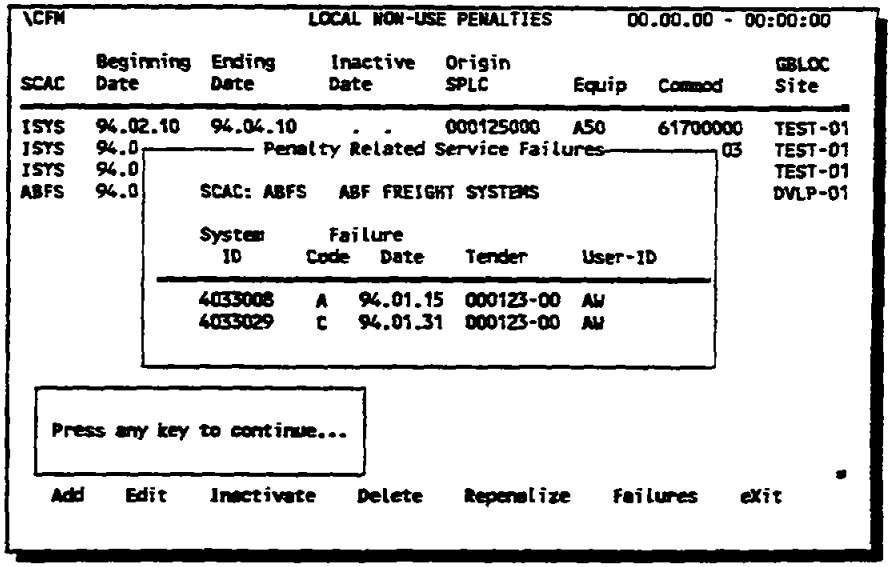


Figure 4-8. Penalty Related Service Failures window.

4.2.9.1 Data Displayed

The following columns of data displayed for each service failure.

Screen Label	Description
SCAC	The SCAC for the carrier to which the service failures apply.
System ID	The system-assigned identifier for the shipment on which the failure occurred.
Failure Code	The service failure type code.
Failure Date	The date the failure occurred.
Tender	The carrier's tender used in the ranking.
User-ID	The User-ID of the person who entered the service failure.

4.3 Carrier Performance Report

Press [R] from the **Carrier Performance List** screen to create a report on carrier performance for the last 45 days.

After selecting the **Reports** option, you will be given a choice of whether to view the report on your screen, print it, or both.

Select [1] to view the report on your screen only.
Select [2] to send the report to the printer.
Select [3] to view it on your screen, and send a copy to the printer.
Select [X] to exit.

5.0 Mileage Lookup

Press [5] on the **System Menu** to access the **Mileage Lookup** menu. There are two methods for looking up mileages: Point to Point and Route Planning.

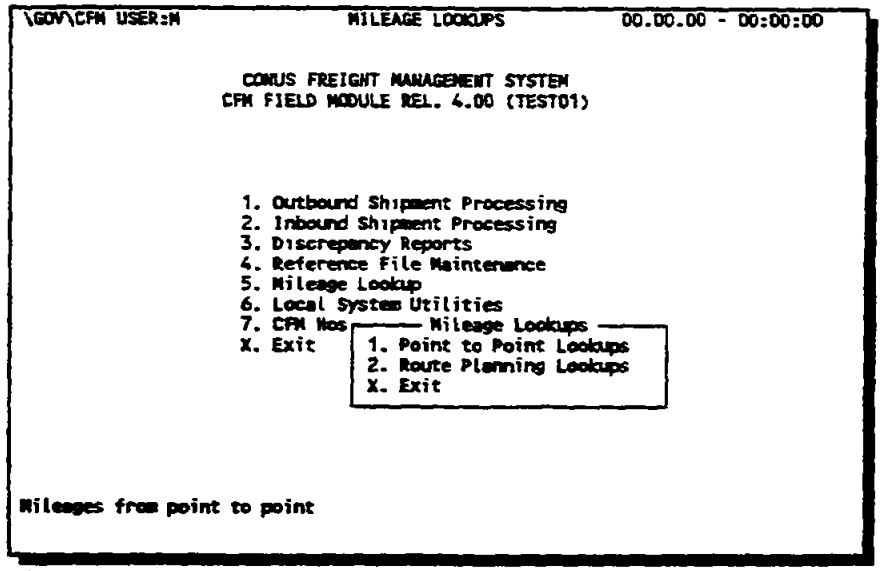


Figure 1. Mileage Lookups Menu.

Point to Point Lookups

"Point to Point Lookups" allows you to enter any number of pairs of origin and destination city names with SPLCs. Once entered, you can look up the interpoint mileage via the Rand McNally Micro MileMaker interface on the CFM Host. Once found, these mileages are stored in the Field Module for future use.

Route Planning Lookups

"Route Planning Lookups" allow you to enter any number of points in a projected route with city names and SPLCs. Once the route has been entered, you can look up both the interpoint mileage between each point, the mileage from each point to the origin point, and the total mileage along all the points from the origin to the final destination via the Rand McNally Micro-MileMaker interface on the CFM Host. This should be useful for planning shipments with stop

offs in transit. Once found, these mileages are stored in the Field Module for future use.

5.1 Point to Point Lookups

Press [1] on the **Mileage Lookups** menu to access the **Point to Point Lookups** function.

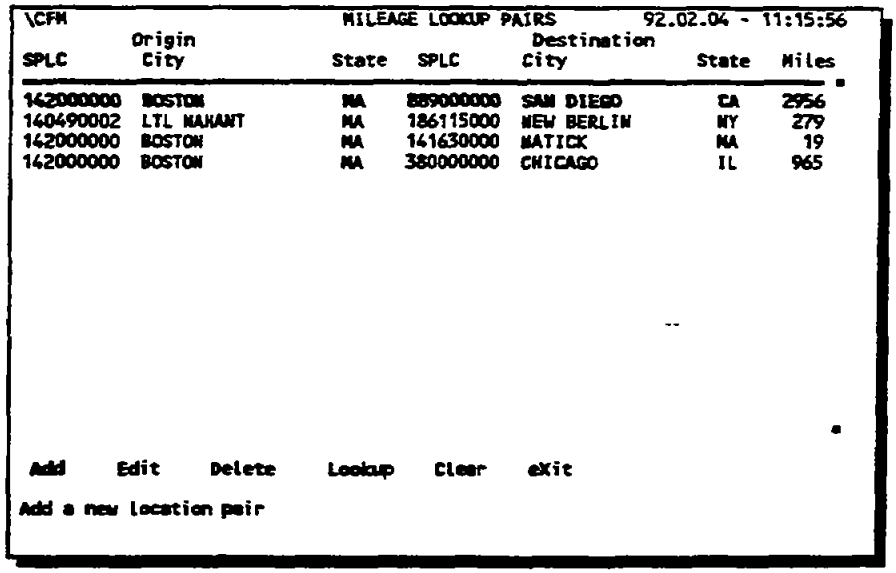


Figure 2. Mileage Lookup Pairs screen.

The system will accept any number of point to point pairs and will obtain the interpoint mileages from either the local Field Module file if it has been previously retrieved or from the CFM Host system. You can initiate a connection and mileage lookup using the "Lookup" menu function, or the system will automatically check for incomplete mileages the next time a ranking is done and send them with the shipment request data.

5.1.1 Columns Displayed

For each point to point mileage pair the following columns of data are presented.

Screen Label	Description
Origin SPLC	The SPLC for the origin point in the pair of points.
Origin City	The city name for the origin point in the pair of points.
Origin State	The state abbreviation for the origin point in the pair of points.
Destination SPLC	The SPLC for the destination point in the pair of points.
Destination City	The city name for the destination point in the pair of points.
Destination State	The state abbreviation for the destination point in the pair of points.
Miles	The number of miles between the origin and destination points.

Note: The miles between two points with the same first six digits in their SPLCS will always be zero. If zero miles are shown between two unlike points, then the system has not yet found the mileage. In some cases, it is possible that an error occurred on the CFM Host and a zero mileage was returned. In such cases contact the CFM Customer Support line for help.

5.1.2 Menu Options

The following menu options allow you to add, change, and delete point pairs from the current display of point pairs. You can also clear all the point pairs without losing the mileages looked up so far. Lastly, you can initiate a connection with the CFM Host exclusively for mileage lookups.

Option	Description
Add	Adds a new pair of points to the bottom of the list.
Edit	Edits the currently highlighted pair of points.

Option	Description
Delete	Deletes the currently highlighted pair of points.
Lookup	Connects to the CFM Host and look up the mileages for all the point pairs on the list.
Clear	Clears the list of point pairs. Mileages that have been looked up on the CFM Host are retained for future use.
Exit	Returns to the Mileage Lookup menu.

5.1.3 Adding a Pair of Points

Press A to add a new pair of points to the list on the Mileage Lookup Pairs screen. You must enter an origin point and a destination point for the mileage pair.

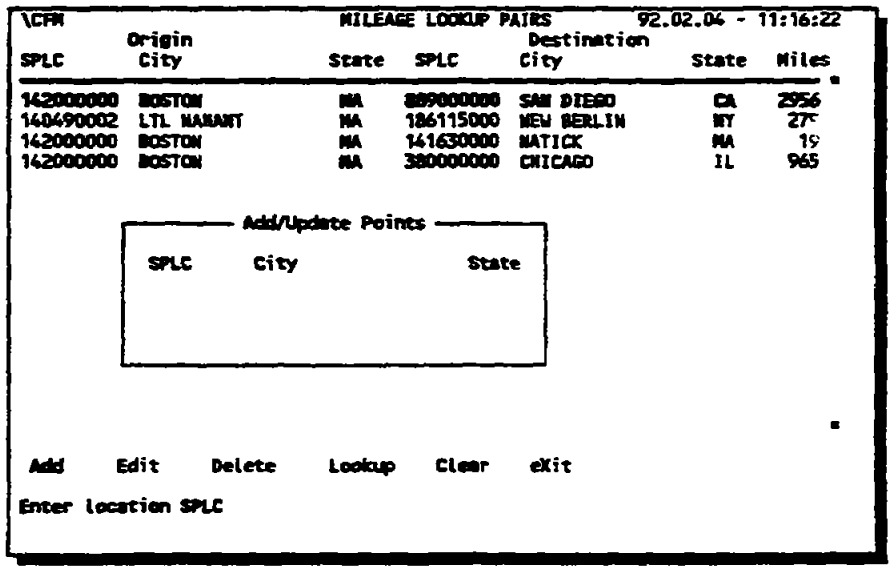


Figure 3. Adding a pair of points.

5.1.3.1 Fields Entered

The system will prompt you to enter the SPLC, city, and state for the origin point and the SPLC, city, and state for the destination point. If the point pair has been previously looked up, the mileage will appear

on the screen immediately, otherwise this new information will appear on the list without a mileage. Mileage information will appear once the **Lookup** function has been executed. This list of points will remain until the clear option is selected or until they are deleted one by one.

Screen Label	Description
The first line of the window contains the fields (SPLC, city, state) for the origin point in the pair.	
SPLC	The SPLC (Standard Point Location Code) for the point. A pick list of valid SPLCs will be provided if a invalid SPLC is entered. You can also enter a blank to select the point by the city and state fields. If the SPLC entered matches an entry in the SPLC reference file, the city name and state abbreviation will be filled in automatically.
City	The city name for the point.
State	The state abbreviation for the point. A pick list of valid city and state pairs will be displayed if the city and state the user entered does not find a match in the SPLC reference file.
The second line of the window contains the fields (SPLC, city, state) for the destination point in the pair.	
SPLC	The SPLC (Standard Point Location Code) for the point. A pick list of SPLCs will be provided if a invalid SPLC is entered. You can also enter a blank to select the point by the city and state fields. If the SPLC entered matches an entry in the SPLC reference file, the city name and state abbreviation will be filled in automatically.
City	The city name for the point.
State	The state abbreviation for the point. A pick list of valid city and state pairs will be displayed if the city and state the user entered does not find a match in the SPLC reference file.

5.1.4 Looking Up Mileages

Press [L] to execute the **Lookup** function. The system will load the Procomm program that dials into the CFM Host. The process is similar to the file transfer for rating and ranking. You need only enter your login and password for the CFM Host. The system transfers the

mileage point data to the CFM Host, the CFM Host processes these against the database, calls the Rand McNally MileMaker for points not already in the database, and transfers the lookups back to the Field Module. After the lookup is complete, the mileages will appear in the mileage column.

5.2 Route Planning Lookups

Press [2] on the **Mileage Lookups** menu to access the **Route Planning Lookups** function. The route plan screen displays the miles between each point in the route, the miles from each point to the origin point, and the total mileage through all the points in the route as it is entered.

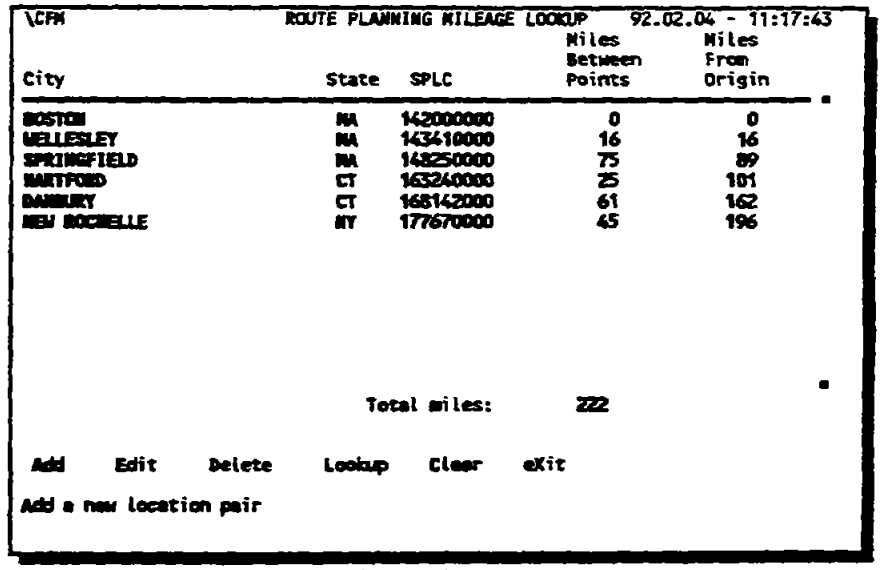


Figure 4. Route Planning Mileage Lookup screen.

The system will accept any number of points and will obtain the interpoint and route mileages from either the local Field Module file (if it has been previously retrieved) or from the CFM Host system. You can initiate a connection and mileage lookup using the "**Lookup**" menu function, or the system will automatically check for incomplete mileages the next time a ranking is done and send them with the shipment request data.

5.2.0.1 Columns Displayed

The following columns of data are presented for each point in the route plan:

Screen Label	Description
City	The city name for the point.
State	The state abbreviation for the point.
SPLC	The SPLC (Standard Point Location Code) for the point.
Miles Between Points	Mileage between this point and the previous point on the list. The origin point will always be zero.
Miles From Origin	Mileage from this point to the origin point. The origin point will always be zero.
Total Miles	Mileage for the route through all points in the route, in the order they are listed, from the origin to the last point on the list.

5.2.0.2 Menu Options

The following menu options allow you to add, change, and delete points from the current route plan. You can also clear the route plan without losing the mileages looked up so far. Lastly, you can initiate a connection with the CFM Host exclusively for mileage lookups.

Option	Description
Add	Adds a new point to the bottom of the route plan list.
Edit	Edits the currently highlighted point in the route plan.
Delete	Deletes the currently highlighted point in the route plan.
Lookup	Connects to the CFM Host and look up the mileages for all the points in the route plan list.
Clear	Clears the route plan list. Mileages that have been looked up on the CFM Host are retained for future use.
Exit	Returns to the Mileage Lookup menu.

5.2.1 Adding a Point to a Route Plan

Press [A] to add a new pair of points to the list on the **Route Planning Mileage Lookup** screen.

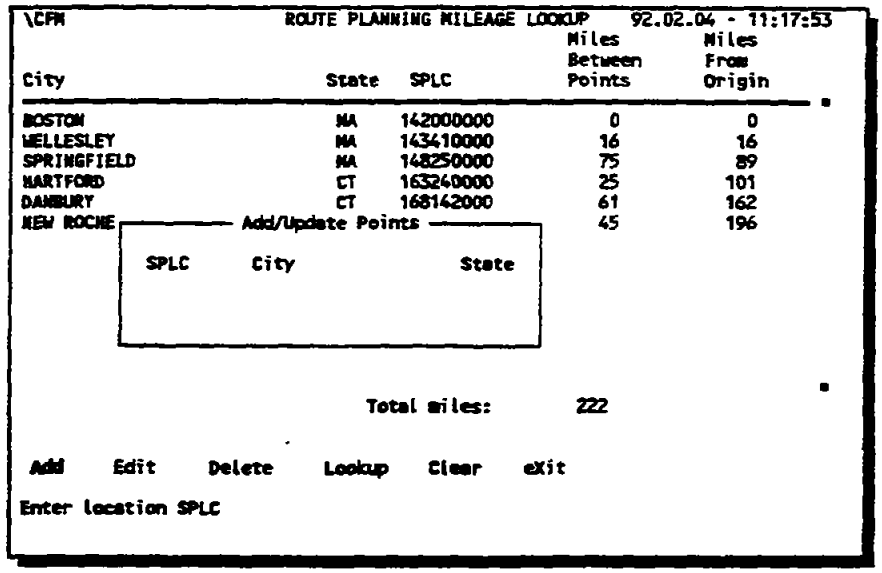


Figure 5. Add/Update Points screen.

5.2.1.1 Fields Entered

The system will prompt you to enter three pieces of information about the point. If the point in relation to the other points has been previously looked up, the mileages will appear on the screen immediately, otherwise this new information will appear on the list without mileages. Mileage information will appear once the **Lookup** function is complete. This route plan list will remain until the clear option is selected or until the points are deleted one by one.

Screen Label	Description
SPLC	The SPLC (Standard Point Location Code) for the point. A pick list of valid SPLCs will be provided if a invalid SPLC is entered. You can also enter a blank to select the point by the city and state fields. If the SPLC entered matches an entry in the SPLC reference file, the city name and state abbreviation will be filled in automatically.

Screen Label	Description
City	The city name for the point.
State	The state abbreviation for the point. A pick list of valid city and state pairs will be displayed if the city and state entered does not match anything in the SPLC reference file.

5.2.2 Looking Up Mileages

Press [L] to execute the **Lookup** function. The system will load the Procomm program that dials into the CFM Host. The process is similar to the file transfer for rating and ranking. You need only enter your login and password for the CFM Host. The system transfers the mileage point data to the CFM Host, the host processes these against the database, calls the Rand McNally MileMaker for points not already in the database, and transfers the lookups back to the Field Module. After the lookup is complete, the mileages will appear in the mileage column.

6.0 Reference File Maintenance

The Field Module system makes extensive use of reference files, both to improve the accuracy of the information added, and to make data entry easier for you. Press 4 on the System Menu to access the **Reference File Maintenance** menu, where the modifiable reference files can be maintained. A window containing a list of the modifiable reference files will be displayed, as shown in Figure 6-1.

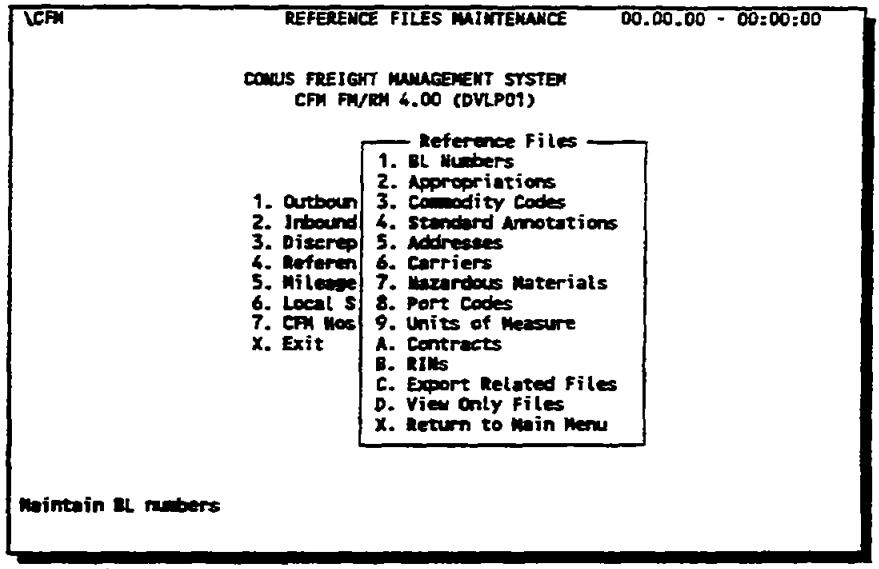


Figure 6-1. Reference File Maintenance Menu.

6.1 List of Reference Files

The following paragraphs describe the different reference files and the data that they contain.

6.1.1 BL Numbers

This file is provided empty and is designed to contain blocks of BL numbers that will be assigned sequentially to BLs as they are printed. The blocks of numbers can be of any size, but you must enter them.

6.1.2 Appropriations

This file is provided empty and is designed to contain transportation appropriation numbers. You must enter the appropriations used at your site.

6.1.3 Commodity Codes

This file is provided with the DOD unique commodity classification codes and is designed to contain the most commonly used NMFC and UFC classification codes. It can be updated with new commodity codes and will be validated against the master commodity file on the CFM Host.

6.1.4 Standard Annotations

This file contains routinely-used BL annotations, including hazardous materials descriptions, "mark fors", and delivery instructions. The system is designed to allow you to easily include these on BLs.

6.1.5 Addresses

This file is provided with the Shipping and Consignee addresses of the 850 (approximately) most frequent DOD shipping points. It contains the address information needed to produce both the shipment request and the BL.

6.1.6 Carriers

This file is provided empty and is designed to hold the SCAC, carrier name and contact phone numbers of the rated carriers returned by the CFM Host. It is updated every time a ranking process is completed. The carrier's name for the BL comes from this file. Local carriers can also be added to this file. The Carrier Performance process updates this file with service failures.

6.1.7 Hazardous Materials

This file is provided empty and is designed to hold UN/NA identification, proper shipping name, UN Classification, and other

information for the annotation of the BL for hazardous materials. It can be updated during line item entry for the shipment request.

6.1.8 Port Codes

This file contains the codes and names of all the ports in the world. It is intended for the shipments that are going to a port for export to another country.

6.1.9 Units of Measure

This file contains the codes for units of measure for hazardous materials.

6.1.10 Contracts

This reference file contains the contract numbers in the system.

6.1.11 RINS

This file contains the RINS notes and their parameters. You can edit the parameters from this screen.

6.1.12 Export Related Files

This file allows access to the following export related files:

- Document ID Codes
- ETA Codes
- Hour Codes
- Military Grades
- MILSTAMP Mode Codes
- Vessel Billing Type
- Consolidation Points
- Countries

6.1.13 View Only Files

This file allows access to the following view only files:

- Tender Modes
- MILSTAMP Modes
- Service Codes
- Equipment Codes
- Container Codes
- SPLC Codes
- Military Service Codes
- Discrepancy Codes
- Service Failure Codes
- Route Order Types

You can search for particular codes, print a listing of codes, and view codes to the screen using this menu option.

6.2 Search Features in Reference Maintenance

Because the reference files used in the Field Module can grow quite large, two search function have been added to help you manage the data.

6.2.1 Quick

A "Quick" find feature is available on many of the options to allow you to quickly locate a specific record. This feature prompts for a search string, then starts at the top of the file and attempts to locate the first record with a value that matches the input characters. If the record found is not the intended record, you can continue to press [Q] to repeat the search through the rest of the file until the intended record is found. If no match is found, the system will inform you that no matching records were found and that the end of the file has been reached.

"Quick" is available on the following Reference File Maintenance screens:

Reference File	Search Value
Appropriations	Appropriation Number
Commodity Codes	Freight Description
BL Annotations	Annotation
Addresses	Site Name
Carriers	Carrier Name
Hazardous Materials	Proper Shipping Name
Port Codes	Port Name
Units of Measure	Description
Movement Modes	Description
Service Codes	Description
Equipment Codes	Description
Container Codes	Description
SPLC Codes	City Name
Document ID Codes	Description
ETA Codes	ETA Code
Hour Codes	Hour Code
Military Grade Levels	Grade Description
MILSTAMP Codes	Description
Vessel Building Arrangement Types	Description
Consolidation Points	Description
Countries	Description

6.2.2 Find

The "Find" function is a more powerful search and sort feature that is also available on some Reference File Maintenance screens. This feature allows you to enter complex criteria that will be used by the system to narrow and sort the list (if desired). Press F to execute the "Find" function on the screens listed below. "Find" is also available on the various shipment lists under Domestic Shipment Processing.

"Find" is available on the following Reference File Maintenance screens:

- Appropriations
- Commodity Codes
- BL Annotations
- Addresses
- Carriers
- Hazardous Materials

6.3 BL Numbers

Press 2 on the **Reference File Maintenance** menu to maintain BL numbers. The Field Module system uses blocks of consecutive BL numbers to assign BL numbers to shipments as they are printed. No BLs can be printed until a block of BL numbers has been added to the system. You must request a block of numbers from GSA to be dedicated to the Field Module. This block of numbers may be entered as one large block or several smaller blocks of sequential numbers. The latter method is recommended for ease of use. The **BL Numbers** screen displays the blocks currently in the system.

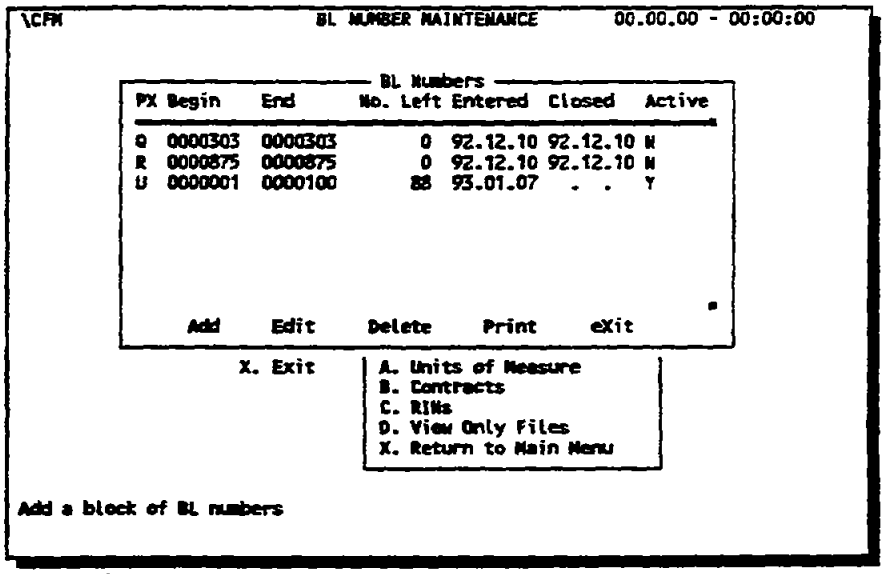


Figure 6-2. BL Numbers Screen.

6.3.1 Columns Displayed for BL Numbers

The following columns of data are presented for each block of BL numbers contained in the system. The system assigns BL numbers to shipments from the active block of numbers starting with the beginning number in the block and continuing to the ending number in the block. Only one block of numbers is active at a time. All the numbers in the block are used before the system activates a new block of numbers. As BLs are printed, the system warns you about the BL numbers left to assign in the active block.

Screen Label	Description
PX	The alphabetic character prefix to the block of BL numbers.
Begin	The first number in the block of BL numbers.
End	The last number in the block of BL numbers.
No. Left	The number of BL numbers left in the block.
Entered	The date the block of BL numbers was entered into the system.
Closed	The date the last number from this block of numbers was used.
Active	Flag that indicates this block of BL numbers is currently being drawn upon for printing BLs.

6.3.2 Menu Options

The following menu options are used to add, modify, and delete blocks of BL numbers from the system.

Option	Description
Add	Enter a new block of BL numbers. The system prevents duplicate or overlapping blocks of BL numbers.
Edit	Change the range of BL numbers for the highlighted block of BL numbers. The system prevents duplicate or overlapping blocks of BL numbers. The starting number cannot be changed if the block is "Active" or currently being drawn upon. Numbers from the current number up to the ending number can be changed, however.
Delete	Delete the highlighted block of BL numbers from the system. The system prevents the block of BL numbers from being deleted if the block is "Active".
Print	Prints a report of the blocks of BL numbers in the system. This report can be viewed on the screen, sent to the printer, or both.
Exit	Returns to the Reference File Maintenance menu.

6.3.3 Adding a Block of BL Numbers

Press [A] to add a block of BL numbers.

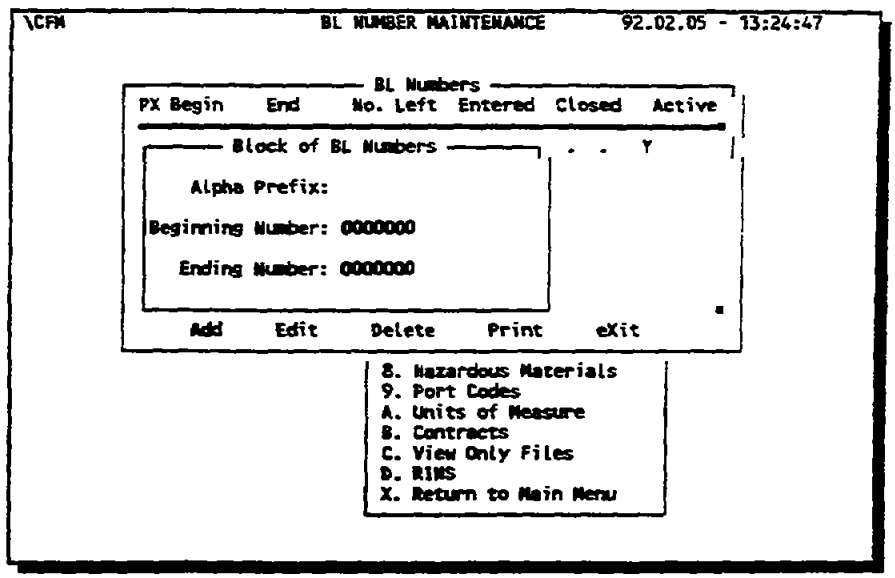


Figure 6-3. Block of BL Numbers Screen.

6.3.3.1 BL Number Data Elements

The system will prompt you to enter the following data elements:

Screen Label	Description
Alpha Prefix	The alphabetic character that begins the BL numbers for this block.
Beginning Number	The first number in this block of BL numbers. This will be the first BL number assigned to a shipment from this block of numbers.
Ending Number	The last number in this block of BL numbers. This will be the last BL number assigned to a shipment from this block of numbers.

6.4 Appropriations

Press [3] on the **Reference File Maintenance** menu to maintain Appropriations. Appropriations must be entered with the line item information so that the BL can be completed. The system can be configured to access the appropriations by a 2-character Fund Cite Code or a 4- or 8-character TAC number, or by no code at all.

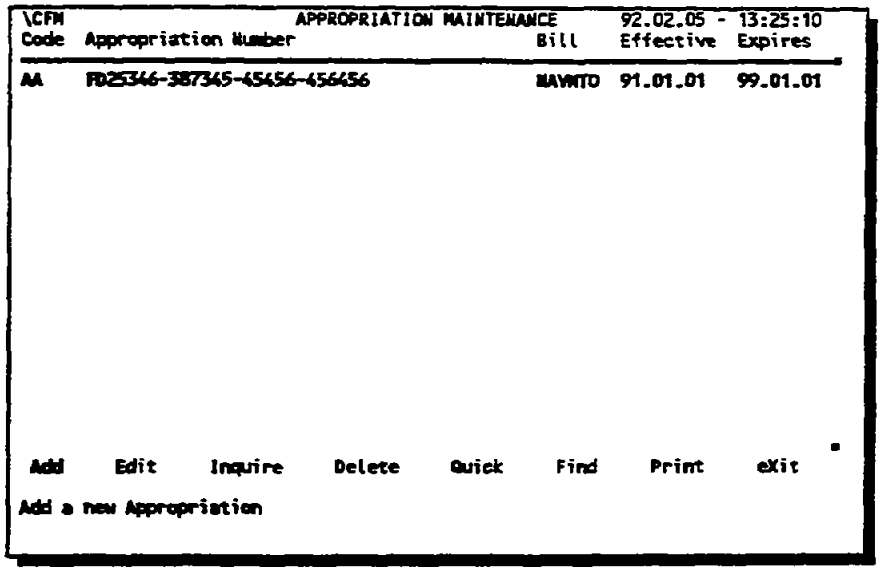


Figure 6-4. Appropriation Maintenance Screen.

6.4.1 Columns Displayed for Appropriations

The following columns are displayed for each appropriation in the system.

Screen Label	Description
Code	The 2-character FCC or 4-character TAC codes for this appropriation number. This column will not be displayed if the system is configured not to use a code.
Appropriation Number	This is a 100-character field. The system displays only the first 45 characters of the number, but the entire number is stored and displayed on the BL.
Bill	The address code for the billing office for the appropriation. This address code is essential for creating the BL.
Effective	The effective date for this appropriation.
Expires	The expiration date for this appropriation.

6.4.2 Menu Options

The following table describes the menu options on the **Appropriation Maintenance** screen.

Option	Description
Add	Add a new appropriation to the system.
Edit	Edit the appropriation data for the highlighted appropriation number.
Inquire	View the appropriation data for the highlighted appropriation number.
Delete	Delete the highlighted appropriation from the system.
Quick	Quick search for appropriations that contain a user-entered string of characters.
Find	Search and sort appropriations that match user-entered criteria.
Print	Print a report of the appropriations contained in the system. This report can be viewed on the screen, sent to the printer, or both.
Exit	Return to the Reference File Maintenance menu.

6.4.3 Adding an Appropriation

Press [A] to add an appropriation. The Appropriation Detail Window, shown below will be displayed.

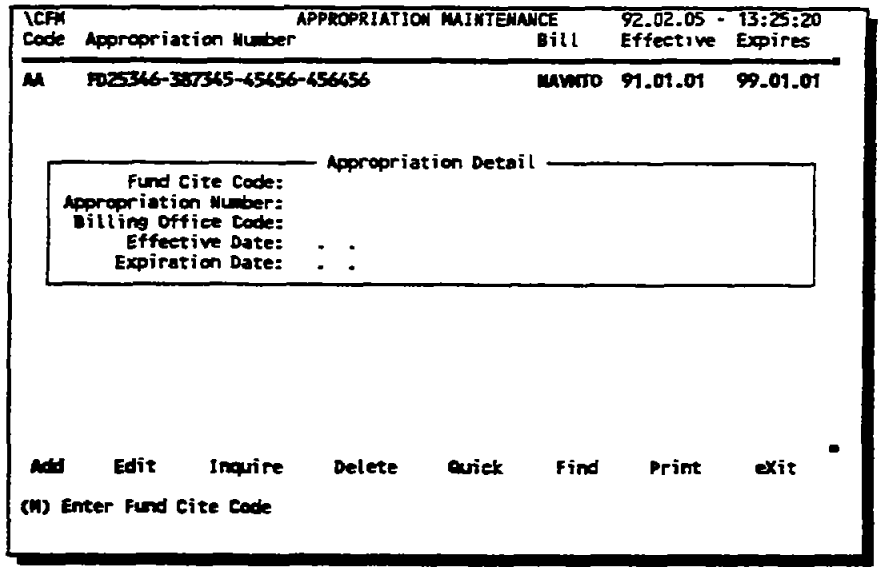


Figure 6-5. Adding an appropriation in the Appropriation Detail Screen.

6.4.3.1 Appropriations Data Elements

The system prompts you to enter the following data elements.

Screen Label	Description
Fund Cite Code TAC	Mandatory Entry. Depending on configuration, the 2-character Fund Cite Code for the appropriation, the 4-character TAC for the appropriation, or blank. This code must be a unique code.
Appropriation Number	Mandatory Entry. The appropriation number. Enter up to 100 characters; the field scrolls to accept more characters than the apparent 45 characters.
Billing Office Code	Mandatory Entry. The address code for the billing office for this appropriation number. A pick list of address codes is available for partial or unknown address code entries.
Effective Date	The date this appropriation becomes effective. Enter as YY.MM.DD.
Expiration Date	The date this appropriation expires Enter as YY.MM.DD.

6.5 Commodity Codes

Press [4] on the **Reference File Maintenance** menu to maintain Commodity Codes. The system is shipped with the Motor and Rail DOD unique commodity codes; you must enter the NMFC and UFC commodity codes for other types of freight. All user-entered commodity codes will automatically be validated against the Master Commodity Code table on the CFM Host during the next file transfer to the CFM Host.

```
\CFM                          COMMODITY MAINTENANCE          92.02.05 - 13:25:49

Commodity  Freight Description                          Flags        Valid
-------------------------------------------------------------------------------
014255     MISSILES/ROCKETS W/O WAR; RV NTE $5.00 P                  Y
060500     ELECTRICAL EQUIPMENT GROUP CONSISTING OF                  Y
06430001   AMMO/EXPLO/FIREWRKS CL ARV NE $2.50 PER   HAZ,EXP         Y
06430002   AMMO/EXPLO/FIREWRKS CL B   RV NE $2.50 P  HAZ,EXP         Y
06430003   AMMO/EXPLO/FIREWRKS CLASS C RV NE $2.50   HAZ,EXP         Y
06430004   MISSILES/ROCKETS GUIDED WITH WARHEAD, RV  HAZ,EXP         Y
10024001   *HOUSEHOLD GOODS(SECOND-HAND USED NH OR                   Y
12082002   ENGINES INTERNAL COMBUSTION NOI RELEASED                  Y
12082003   ENGINES INTERNAL COMBUSTION NOI RELEASED                  Y
137300     MILITARY IMPEDIMENTA                                      Y
145701     ARMY TRACKED VEHICLE GROUP:  WITH OR WIT                  Y
14570101   MORTAR CARRIER M106                                       Y
14570102   MORTAR CARRIER M106A1                                     Y
14570103   MORTAR CARRIER M106A2                                     Y
14570104   PERSONNEL CARRIER M113                                    Y
14570105   PERSONNEL CARRIER M113A1                                  Y
14570106   PERSONNEL CARRIER, M113A2                                 Y

 Add   Edit   Inquire   Delete   Find   Quick   Valid   Print   eXit

Add a new commodity code
```

Figure 6-6. Commodity Maintenance Screen.

6.5.1 Columns Displayed for Commodities

The following columns of data are presented for each commodity in the file.

Screen Label	Description
Commodity	The DOD unique, NMFC, or UFC commodity code. UFC commodity codes are always preceded by a letter "U".
Freight Description	The first line of the freight description.
Flags	If the commodity meets one of these criteria the following flags will appear: **EXP** - Explosive Materials **HAZ** - Hazardous Materials **RAD** - Radioactive Materials
Valid	A "Y" indicates that this code has been validated against the master Commodity reference file on the CFM Host. A "N" indicates it has not been validated.

6.5.2 Menu Options

The following menu options are available on the **Commodity Maintenance** screen.

Option	Description
Add	Adds a new commodity code to the reference table.
Edit	Edits the currently highlighted commodity code. **Note:** If you disagree with something in the Commodity Code reference table, contact the Customer Support Number listed on the Site Configuration screen.
Inquire	Displays the entire reference for the currently highlighted commodity code.
Delete	Deletes the commodity code from the reference table.
Find	Searches and sort the commodity codes based on user-entered criteria.
Quick	Quickly searches the reference table for commodities with a Freight Description that contains a user-entered string of characters.

Option	Description
Valid	Changes a validated commodity to an invalidated commodity. If you find a problem with a commodity code and discuss a change with the administrator of the CFM Host master commodity file, setting the commodity to invalidated status will cause it to be sent to the CFM Host to get the changes.
Print	Prints a report of the commodity codes in the reference file. This report can be viewed on the screen, sent to the printer, or both.
Exit	Returns to the Reference File Maintenance menu.

6.5.3 Adding a Commodity Code

Press **A** to add a new commodity code.

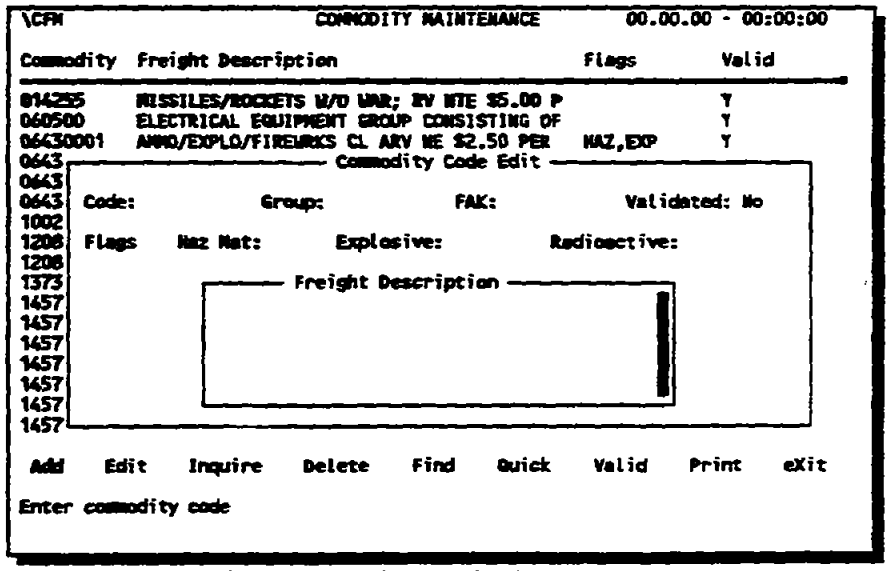


Figure 6-7. The Commodity Code Add Screen.

6.5.3.1 Commodity Codes Data Elements

The system will prompt you to add the following data elements.

Screen Label	Description
Code	The 6- or 8-character NMFC or the 5- or 7-character UFC code preceded by the letter "U" for the commodity. The system prevents the entry of duplicate codes.
Group	The packing group for this commodity
FAK	The FAK commodity code, if this is a FAK commodity.
Validated	This field is set to **No** until the commodity has been validated at the Host.
Flags	Enter an **X** to indicate HazMat, Explosive, or Radioactive commodity.
Freight Description	The freight description for the commodity. This will be updated once the commodity has been validated on the CFM Host.

6.6 Standard Annotations

Press 5 on the **Reference File Maintenance** menu to maintain Standard Annotations. The system is provided with the text for some accessorial and protective services for use on BLs. You may enter any annotations that are frequently used by the Field Module shipper. The annotations may be as long as needed.

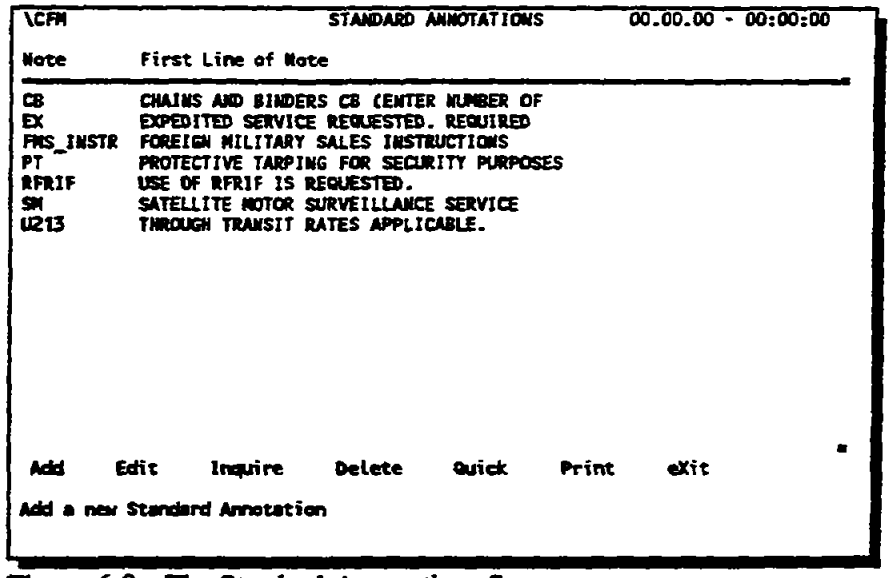


Figure 6-8. The Standard Annotations Screen.

6.6.1 Columns Displayed for Standard Annotations

The following columns of data are presented for each Annotation.

Screen Label	Description
Note	A 10-character label to identify the annotation.
First Line of Note	The first line of the text of the annotation.

6.6.2 Menu Options

The following menu options are available on the Standard **Annotations** screen.

Option	Description
Add	Adds a new annotation to the system. You must define a unique label for the annotation so the system can reference it. This label can be up to 10 characters long.
Edit	Edits the label and text for the currently highlighted annotation.
Inquire	Displays the complete text for the currently highlighted annotation.
Delete	Deletes the currently highlighted annotation from the system.
Quick	Quickly searches the reference table for annotations that contain a user-entered string of characters.
Print	Prints a reports of the annotations in the reference file. This report can be viewed on the screen, sent to the printer, or both.
Exit	Returns to the **Reference File Maintenance** menu.

6.6.3 Adding a Standard Annotation

Press [A] to add a new Standard Annotation.

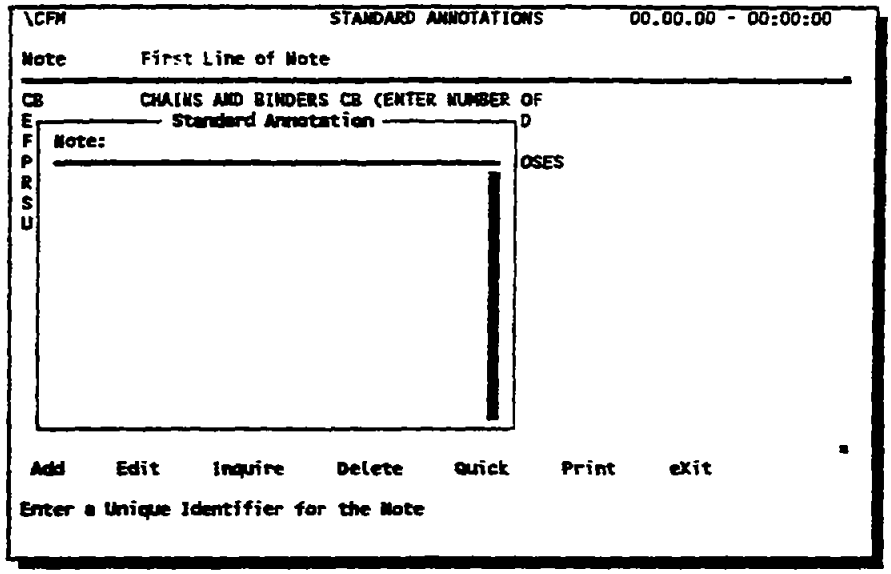


Figure 6-9. Adding a BL Annotation.

6.6.3.1 Standard Annotation Data Elements

The system will prompt you to enter the following data elements.

Screen Label	Description
Note	Enter a unique 10-character identifier for this annotation.
[Area within box]	Enter the text of the annotation with as much information as needed for the Standard annotation. Save the text by pressing Tab. By convention, shipment-specific data elements included in the annotation are identified by surrounding them with parentheses. For example, if the annotation requires a specific phone number, enter: THE CARRIER MUST PHONE THE CONSIGNEE AT (ENTER PHONE NUMBER HERE) 8 HOURS IN ADVANCE OF DELIVERY. You should review annotations for parentheses and replace the text inside the parentheses with the appropriate information.

6.7 Addresses

Press 6 on the **Reference File Maintenance** menu to maintain addresses. The system is provided with the addresses for approximately 850 major DOD shipping points. You can enter additional addresses that are used frequently. Each address contains two separate addresses: the shipping address and the mailing address. Both of these addresses must be filled in completely. In addition, there are fields for information on facilities available for specific modes that should be filled in for shipment planning purposes. There is also a field for marks and annotations that prints on the BL if the address is used as a destination or a stop off.

The **Address Reference** file is a key part of making the Field Module accurate and easy to use. It prevents unnecessary repeated entry of the address data on shipment requests, stop offs, appropriations, BLs and Correction Notices, and TDRs. Great care should be taken to maintain this file accurately.

Note: *Version 4.00 of the Field Module is shipped with an updated address file. Any outdated addresses will be marked with an asterisk (*) on the address code list to indicate that they are expired. Expired addresses*

will be market as expired on the Address Maintenance screen also. Expired addresses will remain in the system; however, they cannot be used from that point forward. You must use the updated address.

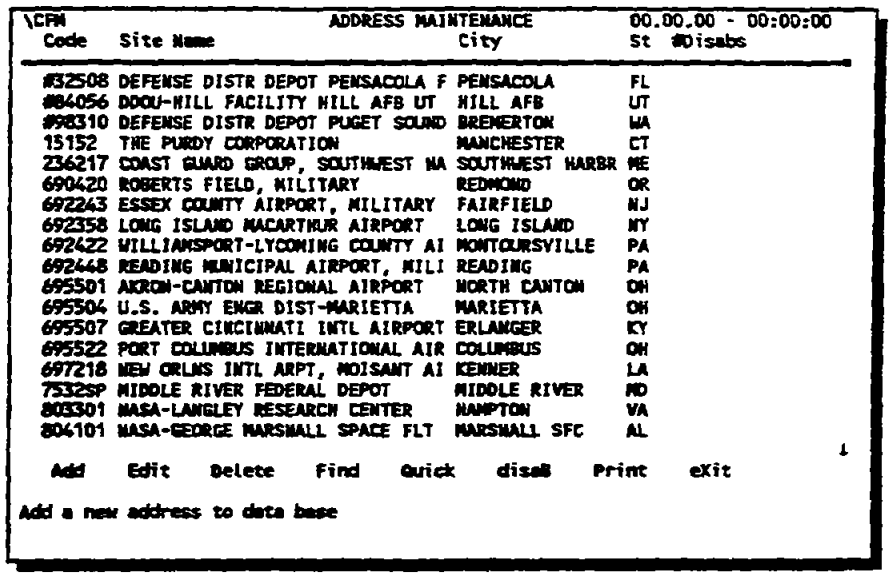


Figure 6-10. The Address Maintenance List Screen.

6.7.1 Address Maintenance Columns Displayed

The following columns of data are displayed for each address record in the file.

Screen Label	Description
*	An asterisk (*) indicates that this address is no longer valid. This address remains in the system because it has been used in shipments, but it can no longer be used.
Code	A unique code that identifies an address. This code defaults to the DODAAC for the site, however CAGE may be used if the site does not have a DODAAC.
Site Name	The name of the installation or company. You may search for this name using the "Quick" menu option.
City	The city of the shipping address
St	The state of the shipping address.

Screen Label	Description
#Disabs	The number of disability costs that apply to this address. The "Disabil" menu option can be used to maintain disability costs for this address.

6.7.2 Menu Options

The following menu options are available on the **Address Maintenance** screen.

Option	Description
Add	Adds a new address to the system.
Edit	Edits the currently highlighted address.
Delete	Deletes the currently highlighted address. The system will not allow the deletion of an address that is used in a shipment or as the billing office for an appropriation. *Note: This option not available when maintaining addresses from within the shipment entry process.*
Find	Searches and sort the addresses based on user-entered criteria.
Quick	Quickly searches the reference table for address names that contain a user-entered string of characters.
Disabil	Maintains standard disability costs for the currently highlighted address.
Print	Prints a reports of the addresses in the reference file. This report can be viewed on the screen, sent to the printer, or both.
Exit	Returns to the **Reference File Maintenance** menu.

6.7.3 Adding an Address

Press [A] to add a new address to the Address Reference File.

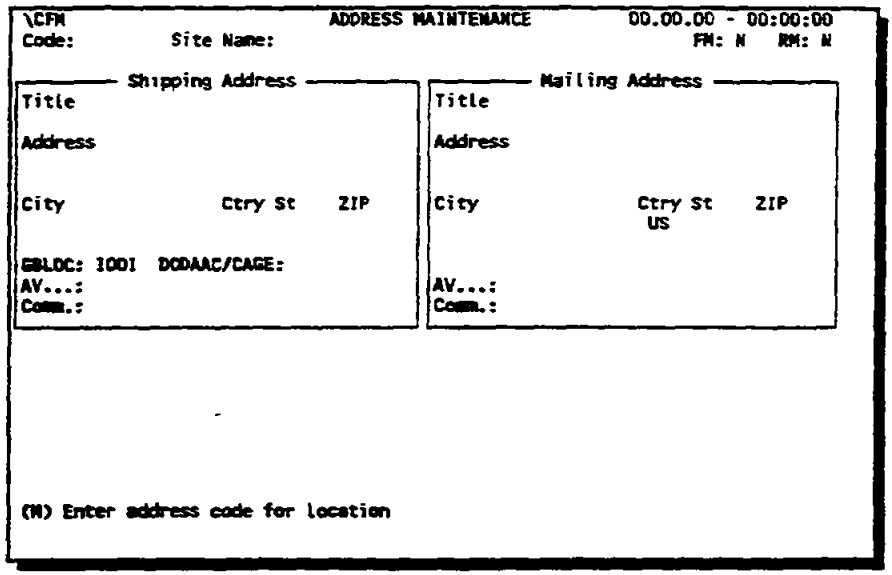


Figure 6-11. Address Maintenance Screen.

6.7.3.1 Address Maintenance Data Elements

The system will prompt you to enter the following data elements.

Screen Label	Description
Code	A unique identifier for the site. This should be the DODAAC for the site. If the site does not have a DODAAC, use the CAGE for the site.
Site Name	The name of the installation or company.
FM	Enter a Y in this field if the site has the CFM Field Module. Enter an N if it does not.
RM	Enter a Y in this field if the site has the CFM Receiving Module. Enter an N if it does not.
Shipping Address	This is the Origin / Destination address for the site.
Title	The title line to be printed for the Origin / Destination address.
Address	The street address of the Origin / Destination address. Two lines of data may be entered.
City	The city of the Origin / Destination address.
Ctry	The country abbreviation of the Origin / Destination address. There is a pick list of country abbreviations available for this field.
St	The state abbreviation of the Origin / Destination address. There is a pick list of state abbreviations available for this field.
Zip	The ZIP Code for the Origin / Destination address.
AV	The Autovon number for this site.
Comm	The commercial number for this site.
Mailing Address	This is the mailing address for the BL.
Title	The title line to be printed for the mailing address.
Address	The street address of the mailing address. Two lines of data may be entered.
City	The city of the mailing address.
Ctry	The country abbreviation of the mailing address. There is a pick list of country abbreviations available for this field.
St	The state abbreviation of the mailing address. There is a pick list of state abbreviations available for this field.

Screen Label	Description
Zip	The ZIP Code for the mailing address.
AV	The Autovon number for this site.
Comm.	The commercial number for this site.

After you have entered the above data, you will be asked if you would like to save the address information. Press [Y] to save the information. You must then enter mode information for the address. These data fields and menu options will then be displayed at the bottom of the screen (see Figure 11).

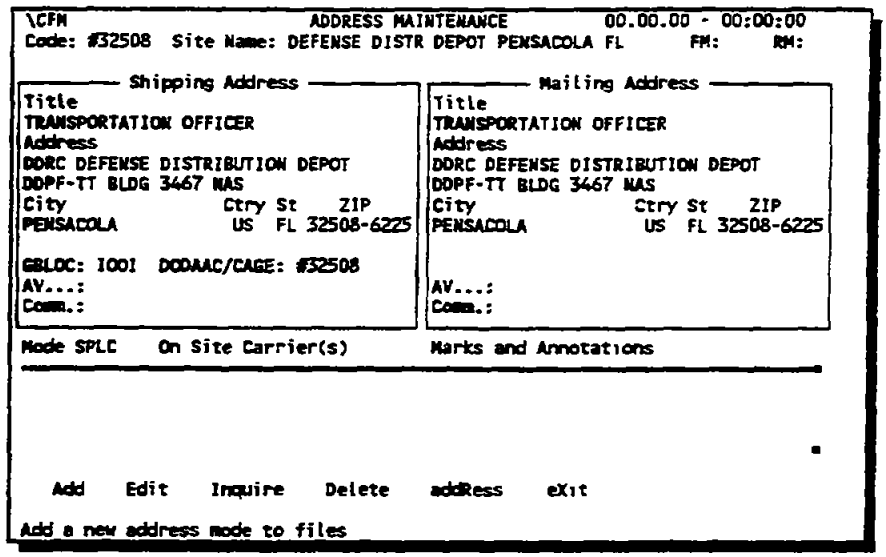


Figure 6-12. Address Mode Information.

6.7.3.1.1 Columns Displayed

The following columns of data are displayed for each mode.

Screen Label	Description
Mode	The mode for this
SPLC	The SPLC (Motor Freight) for the site.
On Site	A Y in this column indicates that the facilities for receiving this mode is on site. An N indicates that it is not.
Carrier(s)	The SCACs for the carriers serving the site.
Marks and Annotations	Marks and annotations that should appear in Block 15 of the BL whenever something is shipped to this site

6.7.3.1.2 Menu Options

The following menu options are available on the Address Maintenance Screen for address mode information.

Option	Description
Add	Displays the Address Modes window from which you can add modes for this address.
Edit	Allows you to edit the information for the highlighted mode record.
Inquire	Displays the mode information for the highlighted record.
Delete	Deletes the highlighted mode information record.
Address	Allows you to edit the shipping and mailing address information at the top of the screen.
Exit	Returns to the Address Maintenance list.

6.7.3.1.3 Adding Address Mode Information

Press [A] to add mode information for the address displayed at the top of the screen. The Address Modes window (shown below) will then be displayed.

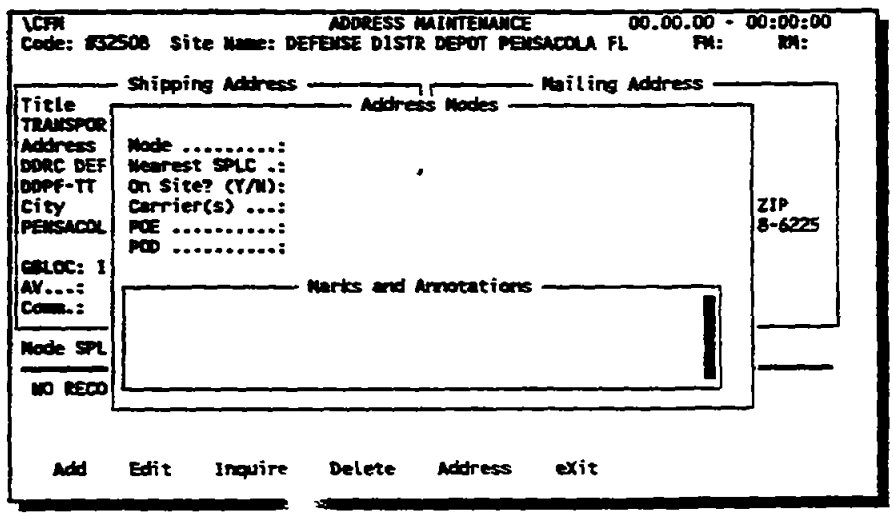


Figure 6-13. Address Modes window.

Data Elements

The system will prompt you to enter the following data elements.

Screen Label	Description
Mode	The code for the movement mode.
Nearest SPLC	The SPLC for the nearest facility that can receive this mode (e.g., rail siding).
On Site?	Is this facility on site? Enter Y for yes or N for no.
Carrier(s)	The SCACs for the carriers serving this facility.
POE	The port code for the nearest port of embarkation.
POD	The port code for the nearest port of debarkation.
Marks and Annotations	If there are marks and annotations that should appear in Block 15 of this BL whenever something is shipped to this site, enter them in this block as text. There is no limitation on the amount of text entered. Press Tab to save the Marks and Annotations or Esc to quit without saving the Marks and Annotations.

6.7.3.1.4 Editing a Mode

Press E to edit the data for the currently highlighted mode. You will have access to the same fields described in the table above. Use the Tab key or you mouse to move to the field you wish to change, make your changes, then press Tab to save your changes.

6.7.3.1.5 Inquiring on a Mode

Press I to view the detail information for the currently highlighted mode. Press Esc to return to the Address Maintenance screen.

6.7.3.1.6 Deleting a Mode

To delete a mode highlight the desired mode, then press D. You will be asked to confirm the deletion. Press Y to delete the record. Press N to cancel the deletion.

6.7.3.1.7 Editing Address Information

Press R to edit the shipping and mailing address information for this site. You will have access to the same fields described in the table on page 22.

6.7.4 Standard Disability Costs for Addresses

Some sites have disability costs associated with shipping freight by certain modes. The Field Module allows you to enter the information about disability costs associated with a specific site with the address record for that site. Whenever a shipment uses this site as a destination (final or a stop off in transit), any disability costs associated with the site are automatically included with the shipment request. Press B from the **Address Maintenance** screen to access the **Standard Disability** screen.

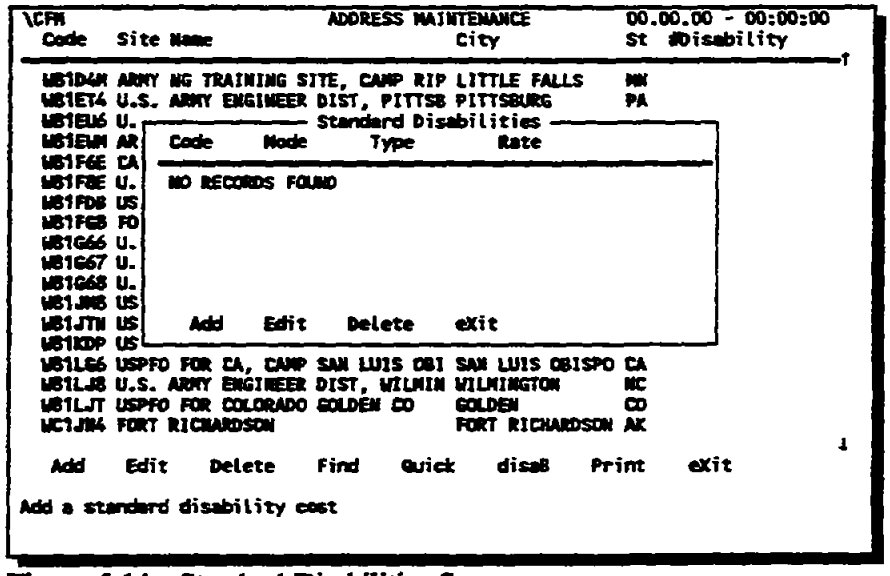


Figure 6-14. Standard Disabilities Screen.

6.7.4.1 Standard Disability Columns Displayed

The following columns of data are displayed for each disability associated with the current address.

Screen Label	Description
Code	The address code for the site where the disability cost is incurred. This is always set to the code for the current address.
Mode	The movement mode under which the disability cost is incurred. This code must match one of the movement mode codes from the MT Form 364R Standard Tender Rules publication.
Type	The type of disability causing the cost. There are four types of disability costs listed in the DTMR: A - Commercial Switching Cost B - Direct Cost, Handling Equipment C - Direct Cost, Blocking and Bracing D - Drayage Cost
Rate	The rate at which the disability cost is calculated. It is different depending on the type of disability: Type A - per car load rate. Type B - per hundred weight rate. Type C - per hundred weight rate. Type D - per hundred weight rate.

6.7.4.2 Menu Options

The following menu options are available on the **Standard Disability** screen.

Option	Description
Add	Adds a standard disability for the current address.
Edit	Changes the currently highlighted standard disability for the current address.
Delete	Deletes the currently highlighted standard disability from the system.
Exit	Returns to the Address Maintenance screen.

6.7.4.3 Adding a Standard Disability Cost

Press [A] on the **Standard Disability** screen to add a standard disability cost record for the currently highlighted address.

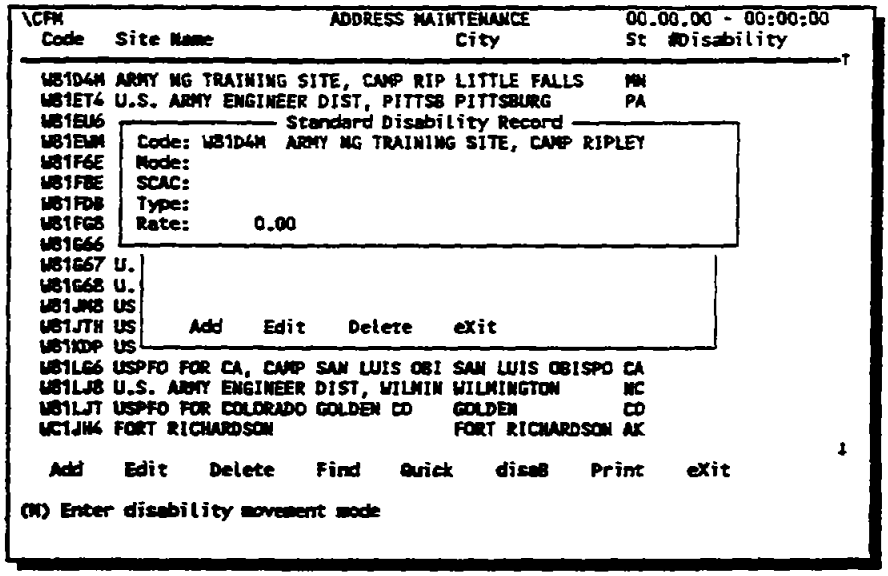


Figure 6-15. Adding a Standard Disability Cost.

6.7.4.3.1 Standard Disability Data Elements

Enter the following fields to create a standard disability cost for the address.

Screen Label	Description
Code	System Controlled. The address code for the currently highlighted address will be automatically placed in this field. You cannot change this value.
Mode	Mandatory Entry. The movement mode under which the disability is incurred. A pick list of movement modes is available.
SCAC	Optional Entry. If the disability cost applies to only a specific carrier, the SCAC for that carrier. A pick list of SCACs is available for a partial or unknown SCAC entry.

Screen Label	Description
Type	Mandatory Entry. The type of disability The DTMR identifies four types: A - Commercial Switching Cost B - Direct Cost, Handling Equipment C - Direct Cost, Blocking and Bracing D - Drayage Cost
Rate	Mandatory Entry. The rate at which the disability cost is calculated. Type A - per car load rate. Type B - per hundred weight rate. Type C - per hundred weight rate. Type D - per hundred weight rate.

6.8 Carriers

Press 7 on the **Reference File Maintenance** menu to maintain Carriers. The system is not shipped with any carriers loaded. As you perform the ranking process through the CFM Host, rated carriers are returned and added to the database. The system maintains contact phone numbers for these carriers which are also updated by rankings from the CFM Host. You can also enter additional local carriers and telephone numbers.

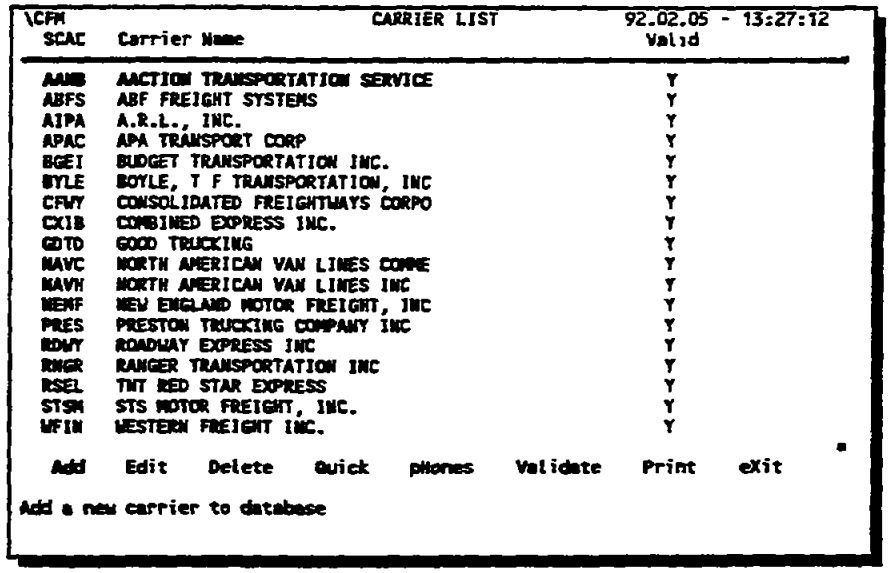


Figure 6-16. Carrier List Screen.

6.8.1 Columns Displayed for Carriers

The following columns of data are displayed on the **Carrier List** screen.

Screen Label	Description
SCAC	The Standard Alpha Carrier Code or SCAC for the carrier.
Carrier Name	The name of the carrier.
Valid	A Y appears if the carrier has been validated on the Host system. Otherwise, a N appears.

6.8.2 Menu Options

The following table describes the menu options on the Carrier List screen.

Option	Description
Add	Adds a new carrier to the system. The carrier will be added, but the Valid flag will be set to N. This carrier will be sent to the host to be validated the next time a file transfer is performed.
Edit	Edits the highlighted carrier.
Delete	Deletes the highlighted carrier from the system.
Phones	Maintains contact phone numbers for the highlighted carrier.
Quick	Performs a quick search for a carrier, based on the carrier name.
Validate	Sets the Valid flag to N for the highlighted carrier. This carrier will then be sent to the host to be validated the next time a file transfer is performed.
Print	Prints the list of carriers.
Exit	Returns to the Reference File Maintenance menu.

6.8.3 Adding a Carrier

Press [A] to add a new carrier. The system will prompt you to enter the following data elements listed in the table below.

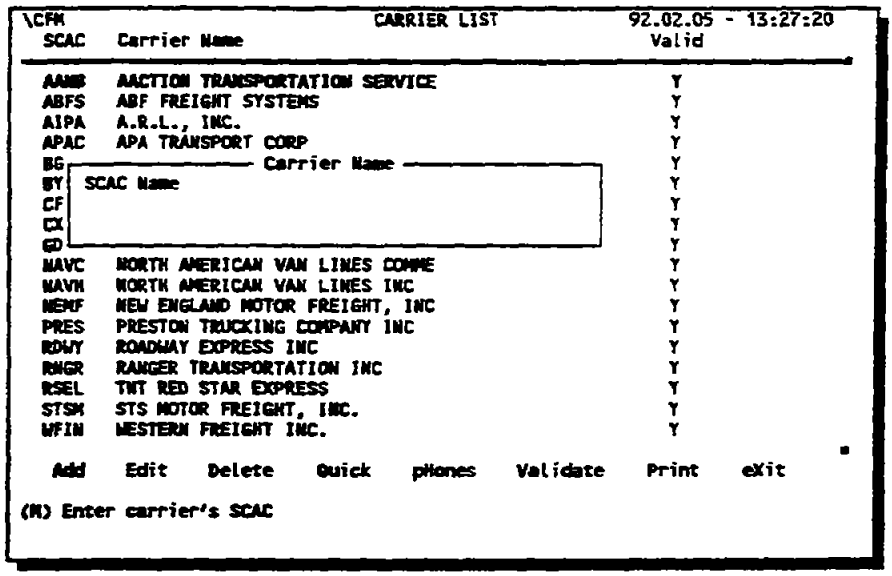


Figure 6-17. Adding a Carrier.

6.8.3.1 Data Elements

The following table describes the data elements on the Carrier List screen.

Screen Label	Description
SCAC	The Standard Alpha Carrier Code for the carrier. The SCAC must be four characters in length. If it contains less than four characters, fill the missing blanks with dashes ("-").
Carrier Name	The name of the carrier, up to 30 characters in length.

6.8.4 Maintaining Carrier Contacts

Press H on the **Carrier List** ring menu to maintain the telephone number and contact name for the highlighted carrier. The system is not shipped with phone numbers for the carriers. As you perform the ranking process through the CFM Host, phone numbers and contacts are returned. Each phone number will be added to the **Carrier Phone Number Reference** file so that the list of phone numbers is kept current. You can enter additional phone numbers and/or contacts for carriers that are used locally.

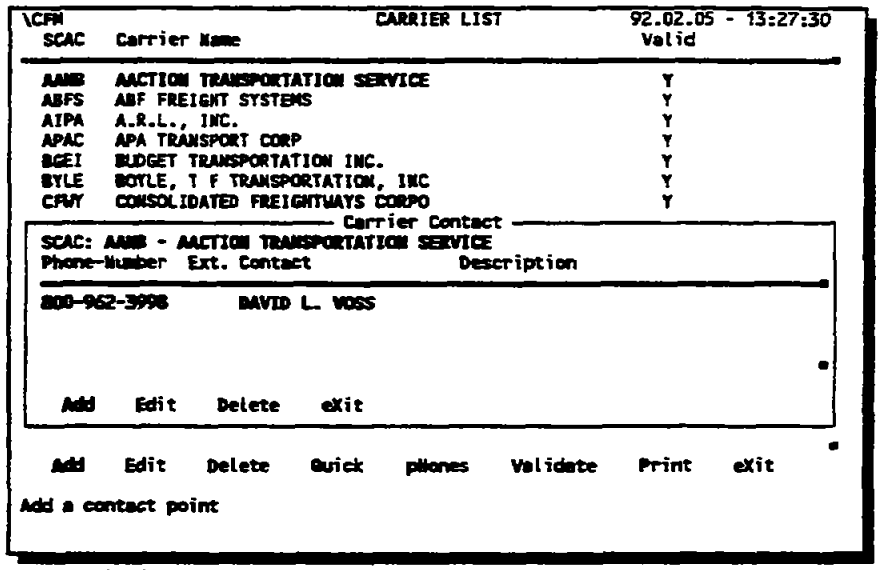


Figure 6-18. Carrier Contact List.

6.8.4.1 Columns Displayed for Carrier Contact

The columns of data displayed in the Carrier Contact Box are:

Screen Label	Description
Phone Number	The phone number, including area code.
Ext.	The extension of the number, if any.
Contact	The person to contact at this number.
Description	The reason to use this number.

6.8.4.2 Menu Options

The following table describes the menu options in the Carrier Contact box.

Option	Description
Add	Adds a new phone number/contact to the system.
Edit	Edits the highlighted phone number/contact information.
Delete	Deletes the highlighted phone number/contact from the system.
Exit	Returns to the Carrier List screen.

6.8.4.3 Adding a Contact and Phone Number

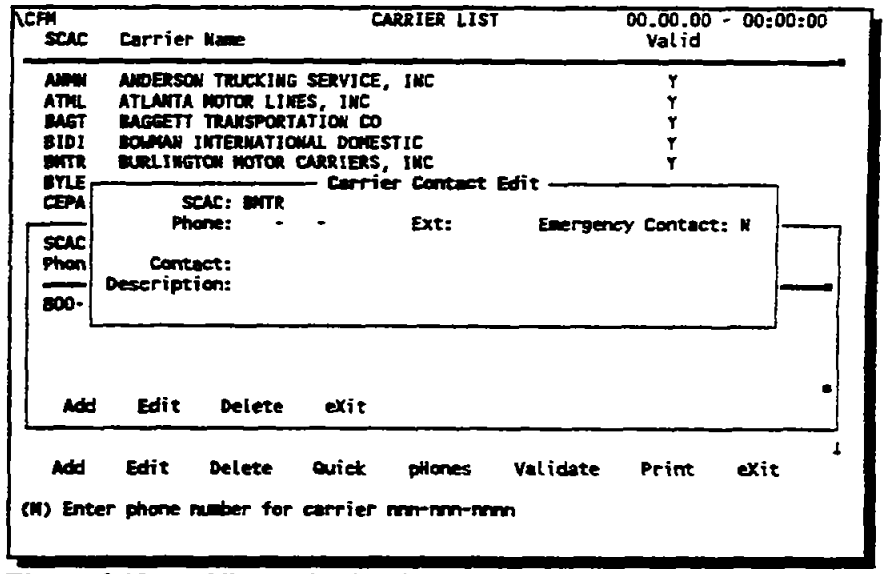


Figure 6-19. Adding a Carrier Contact.

Press A to add a new contact. The system will prompt you to enter the following data elements:

Screen Label	Description
Phone	The phone number, including area code.
Ext.	The extension of the number, if any.
Emergency Contact	If this person should be contacted in case of an emergency, place a Y in this field, otherwise, type N.
Contact	The name of the person to contact at this number.
Description	The reason to use this number.

6.9 Hazardous Materials

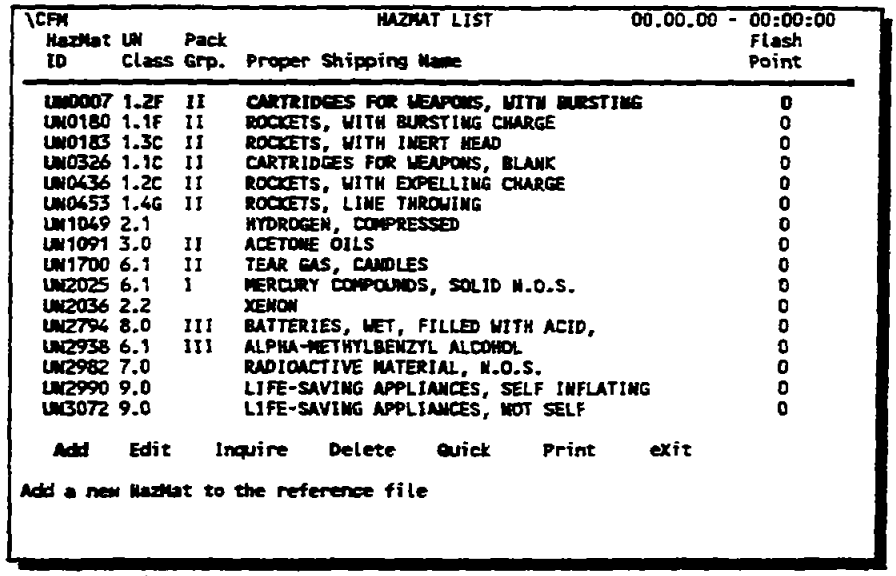


Figure 6-20. Hazardous Materials List.

Press [8] on the **Reference File Maintenance** menu to maintain Hazardous Materials.

6.9.1 Columns Displayed for Hazardous Materials

The columns of data displayed for Hazardous Materials are:

Screen Label	Description
HazMat ID	The UN or NA Identification Number for this hazardous material. The first two characters of the field should be "UN" or "NA".
UN Class	The UN Classification Code for this hazardous material.
Pack Grp.	The packaging group for this hazardous material.
Proper Shipping Name	The first line of the proper shipping name for this hazardous material.
Flash Point	The flash point for this hazardous material.

6.9.2 Menu Options

The following table describes the menu options on the **Hazardous Materials List** screen.

Screen Label	Description
Add	Adds a new hazardous material to the system.
Edit	Edits the highlighted hazardous material.
Inquire	Views the highlighted hazardous material detail.
Delete	Deletes the highlighted hazardous material from the system.
Quick	Searches for a hazardous material based on the proper shipping name.
Print	Prints a list of hazardous materials.
Exit	Returns to the Reference File Maintenance menu.

6.9.3 Adding a Hazardous Material Record

Press [A] from the **Hazardous Materials List** screen to add hazardous material detail. The screen shown in Figure 20 will then be displayed.

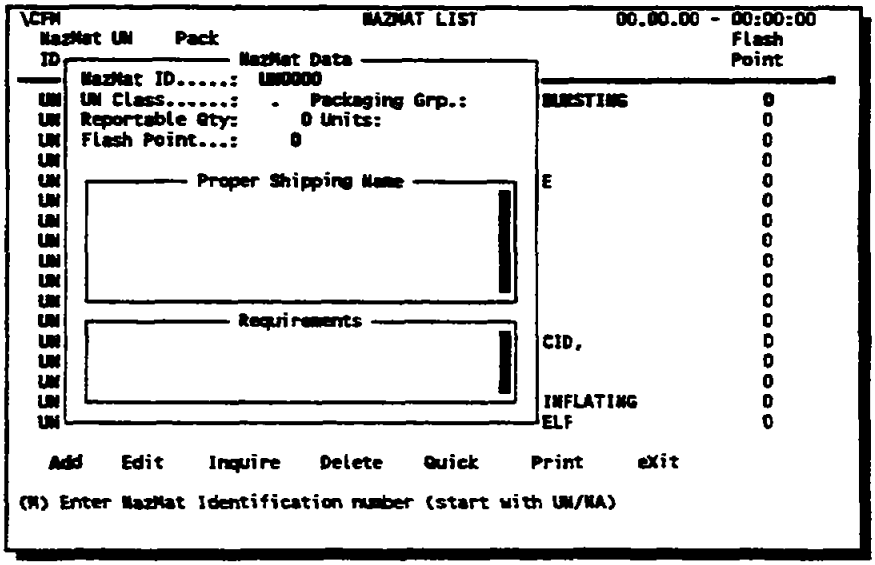


Figure 6-21. Adding a Hazardous Material Record.

6.9.3.1 Hazardous Materials Data Elements

Press [A] to add a new hazardous material. The system will prompt you to enter the following data elements:

Screen Label	Description
HazMat ID	The UN or NA Identification Number for this hazardous material.
UN Class	The UN Classification Code for this hazardous material.
Packaging Grp.	The packaging group code for this hazardous material.
Reportable Qty	The reportable quantity for this commodity.
Units	The unit of measure for the reportable quantity. A pick list of quantity codes is available for unknown entries.
Flash Point	The flash point (in degrees Fahrenheit) for this hazardous material, if it is combustible.
Proper Shipping Name	The proper shipping name for this commodity.
Requirements	Any shipping or packaging requirements you wish to record for reference.

6.10 Port Codes

Press [9] to maintain the port codes in the system. The CFM Field Module System is shipped with all the standard port codes in DTMR. The codes provided with the system should usually be sufficient. However, if the need arises, a port can be added to the system easily. You first need to ascertain the port code for any new port to be added. The code must be unique.

```
\CFM                              PORT CODE LIST              92.02.05 - 13:28:05
 Code  Port Name                                              Type
 1B1   CASCO BAY, MAINE                                       Water
 1B2   PORTLAND, MAINE                                        Water
 1B3   SEARSPORT, MAINE                                       Water
 1C1   PORTSMOUTH, NEW HAMPSHIRE                              Water
 1D1   BOSTON, MASSACHUSETTS                                  Water
 1D2   QUINCY, MASSACHUSETTS                                  Water
 1D3   NEW BEDFORD, MASSACHUSETTS                             Water
 1D4   CHARLESTOWN, MASSACHUSETTS                            Water
 1D5   CHELSEA, MASSACHUSETTS                                 Water
 1D6   CAPE COD, MASSACHUSETTS                                Water
 1E1   PROVIDENCE, RHODE ISLAND                               Water
 1E2   MELVILLE, RHODE ISLAND                                 Water
 1E3   TIVERTON, RHODE ISLAND                                 Water
 1E4   QUONSET POINT, RHODE ISLAND                            Water
 1E5   DAVISVILLE, RHODE ISLAND                               Water
 1E6   NEWPORT, RHODE ISLAND                                  Water
 1ED   QUONSET POINT (NAS), RHODE ISLAND                      Water
 1EF   NEWPORT (NSD), RHODE ISLAND                            Water

   Add    Edit    Inquire    Delete    Quick    Print    eXit

Add a new port code
```

Figure 6-22. Port Codes List.

6.10.1 Columns Displayed

Columns Displayed on the **Port Codes List** screen are listed in the table below.

Screen Label	Description
Code	The DTMR code for this port.
Port Name	The name of the port.
Type	The port type: Water port or Airport

6.10.2 Menu Options

The following table describes the menu options on the **Port Code List** screen.

Screen Label	Description
Add	Adds a new port.
Edit	Edits the highlighted port.
Inquire	Displays the highlighted port.
Delete	Deletes the highlighted port.
Quick	Quickly searches the reference table for ports that contain a user-entered string of characters.
Print	Prints the list of ports and port codes. This report can be viewed on the screen, sent to the printer, or both.
Exit	Returns to the Reference File Maintenance screen.

6.10.3 Adding a Port Code

To add a port code to the system, press [A] from the **Port Code List** screen.

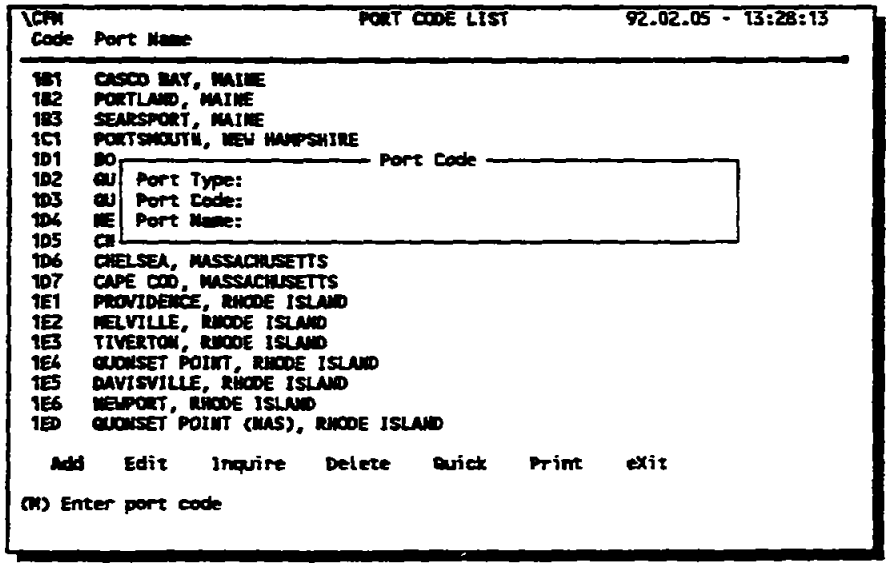


Figure 6-23. Adding a Port Code.

6.10.3.0.1 Data Elements

Complete the following data elements to enter a port code record.

Screen Label	Description
Port Type	The port type code for this record: A = Airport W = Water port
Port Code	The 3-character code for this port.
Port Name	The name or description for this port.

6.11 Units of Measure

Press [A] to access the standard units of measure and codes for hazardous materials (see Figure 23). Additional units of measure can be easily added to this list by using the **Add** option on the ring menu.

```
\GOV\CFM USER:M          UNITS OF MEASURE MAINTENANCE     00.00.00 - 00:00:00
Code   Description
-------------------------------------------------------------------------
FZ     FLUID OUNCES
GL     GALLONS (LIQUID)
GM     GRAMS
KG     KILOGRAMS
LB     POUNDS
LT     LITERS
MC     MICROGRAMS
MG     MILLIGRAMS
ML     MILLILITERS
OZ     OUNCES (WEIGHT)
PSI    POUNDS PER SQUARE INCH
PT     PINTS (LIQUID)
QT     QUARTS (LIQUID)
TN     TONS (SHORT - 2000 POUNDS)
GL     GALLONS (DRY)
PT     PINTS (DRY)
QT     QUARTS (DRY)
TN     TONS (LONG - 2240 POUNDS)
                                                                        ↓
  Add    Edit    Delete    Quick    Print    eXit

Add a new quantity code
```

Figure 6-24. Units of Measure Maintenance Screen.

6.11.1 Columns Displayed

The table below describes the columns displayed on the Units of Measure Maintenance screen.

Screen Label	Description
Code	The code (up to 3 characters) for the unit of measure.
Description	The description for this unit of measure.

6.11.2 Menu Options

The following table describes the menu options on the **Units of Measure** screen.

Screen Label	Description
Add	Adds a new unit of measure.
Edit	Edits the highlighted unit of measure.
Delete	Deletes the highlighted unit of measure.
Quick	Quickly searches the reference table for units of measure that contain a user-entered string of characters.
Print	Prints the list of units of measure and their codes. This report can be viewed on the screen, sent to the printer, or both.
Exit	Returns to the **Reference File Maintenance** screen.

6.11.3 Adding a Unit of Measure

Press [A] from the **Units of Measure Maintenance** screen to add a unit of measure to the system.

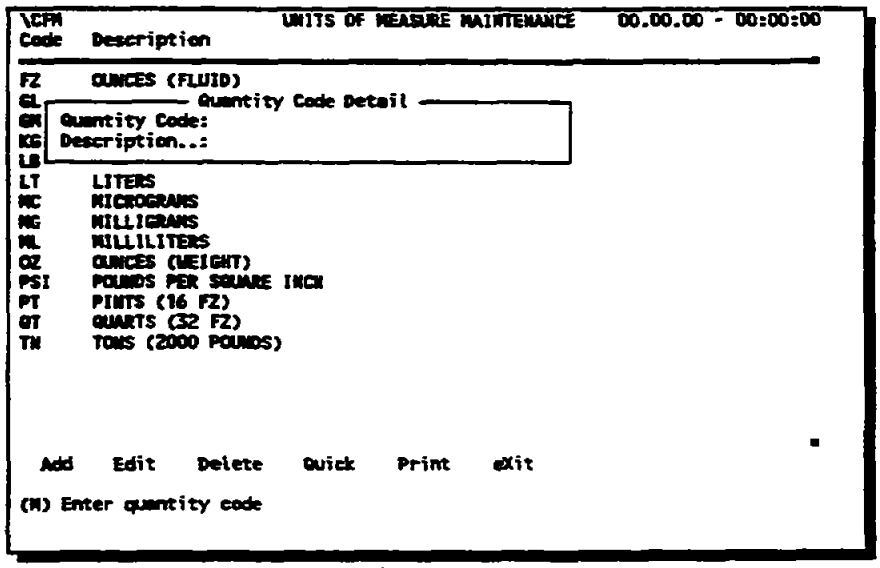


Figure 6-25. Adding a Unit of Measure Code.

6.11.3.1 Units of Measure Data Elements

The system will prompt you to enter the following data elements.

Screen Label	Description
Code	The code (up to 3 characters) for the unit of measure.
Description	The description for this unit of measure.

6.12 Contracts

Press [B] to access the Contracts option. The Contracts option allows you to add, edit, delete, search for, or print contracts in the system.

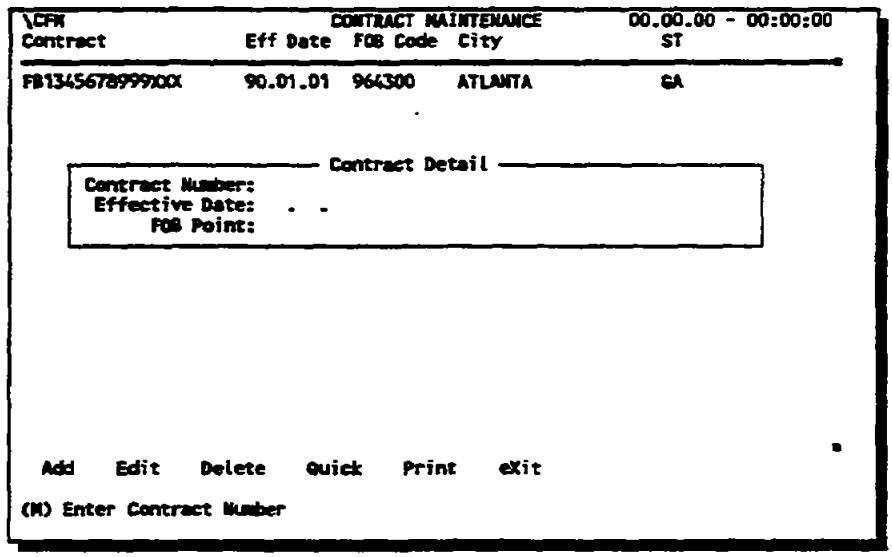


Figure 6-26. Contracts Screen.

6.12.1 Data Elements on the Contract Maintenance Screen

The table below describes the data elements on the Contract Maintenance screen.

Screen Label	Description
Contract Number	Enter the contract number.
Effective Date	Enter the effective (start) date of the contract.
FOB Code	Enter the FOB point address code for the contract.
City	The city associated with the FOB address code entered.
St	The state associated with the FOB address code entered.

6.12.2 Adding a Contract

To add a contract to the system, press [A]. Enter the contract number, effective date, and FOB point. The system will prompt you to save the contract or reenter it. Highlight <OK> to save your work or <Cancel> to discard it.

6.12.3 Deleting a Contract

To delete a contract, simply highlight the desired contract, and press [D] to delete it. The system will display a prompt: "Delete this contract?" Highlight <OK> to delete the contract or <Cancel> to cancel the deletion.

6.12.4 Editing a Contract

To edit a contract, highlight the desired contract, and press [E] to edit it. The system displays a pop-up window containing the contract number, effective date, and FOB point. Move the cursor to the desired field and make your changes. Press [Enter] when you have finished. The system will prompt you to save your changes. Highlight <OK> to save your changes or <Cancel> to discard them.

6.13 RINS Parameters Maintenance

Press C on the Reference Files List to access RINS Parameters Maintenance. RINS and their default parameters are displayed on, and can be changed from this screen. The parameters (if any) are displayed in the upper portion of the screen.

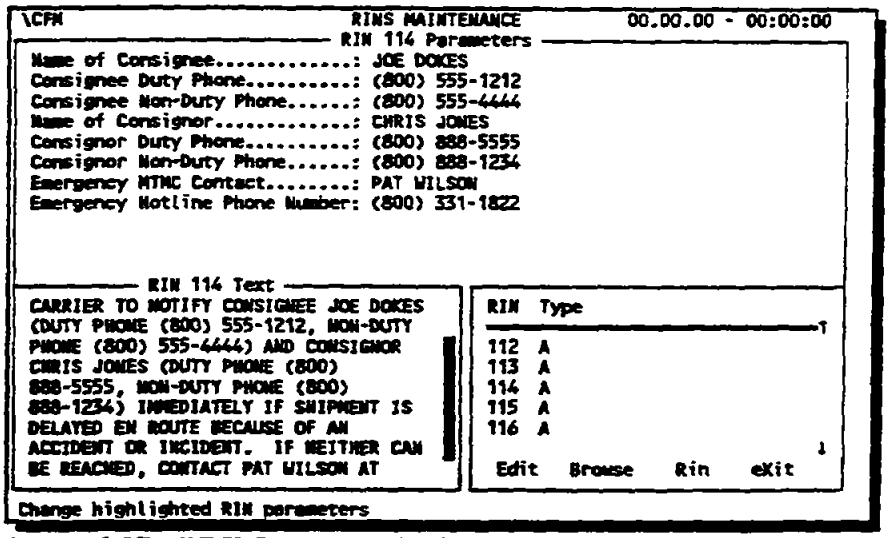


Figure 6-27. RINS Parameters Maintenance Screen.

6.13.1 Sections of the Screen

Screen Label	Description
RIN xxx Parameters	The top of the screen shows the RIN parameters for the highlighted RIN. If no parameters exist for the RIN, NO PARAMETERS will be displayed in this area.
Rin xxx Text	The lower left section of the screen shows the RIN text for the selected RIN.
RIN Type	The lower right section of the screen shows the RIN numbers (in numerical order) and the type of RIN (A = Annotation, I = Instruction).

6.13.2 Menu Options

Screen Label	Description
Edit	Edit the RINS parameters. Places the cursor in the top portion of the screen, ready to edit the parameters.
Browse	Places the cursor in the RINs text window and allows you to browse through the formatted text. Press Esc to exit from this window.
Rin	Pressing R displays the RINs numbers and their associated explanations. The RIN you had selected in the main window will be highlighted in the RINS list.
Exit	Returns to the Reference Files List window.

6.13.3 Editing a RIN Parameter

To edit a RIN parameter, scroll through the list of RINs displayed in the lower right corner of the screen by using your up and down arrow keys or Page Up and Page Down. When you have highlighed the RIN you would like to edit, press E to edit. The cursor will move to the top of the screen, and the display will change to black and yellow, indicating that you are in edit mode. Type the information requested in the appropriate fields, then press Enter. The information will be saved automatically.

6.14 Export Related Files

Press D to access the **Export Related Files** option. This option allows you to access reference files associated with export shipments.

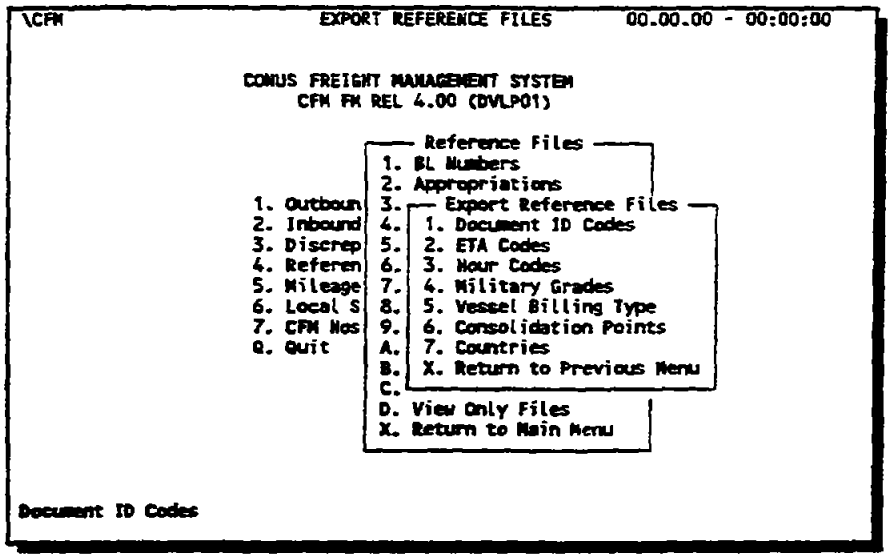


Figure 6-28. Export Reference Files Menu.

6.14.1 Document ID Codes

Press [1] to access the Document ID Codes file. This is a view only file. From this screen, you can perform a quick search on the file or print a copy of the file.

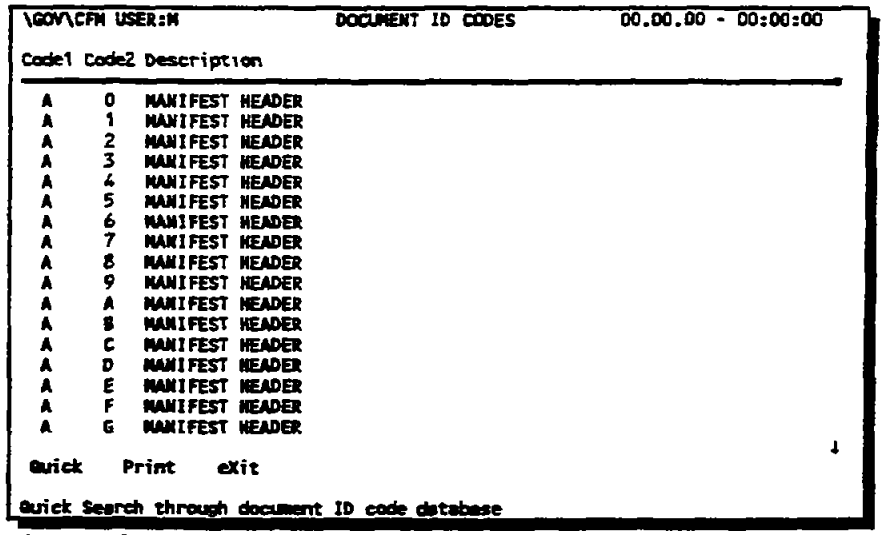


Figure 6-29. Document ID Codes List.

6.14.1.1 Menu Options

The following menu options are available on the Document ID Codes screen.

Option	Description
Quick	Quickly searches the reference table for document ID code descriptions that contain the user-entered string of characters.
Print	Prints a copy of Document ID Codes and their descriptions.
Exit	Returns to the Export Related Files menu.

6.14.2 ETA Codes

Press 2 to access the Estimated Days to Arrival Codes file. This is a view only file. From this screen you can perform a quick search on the file or print a copy of the file.

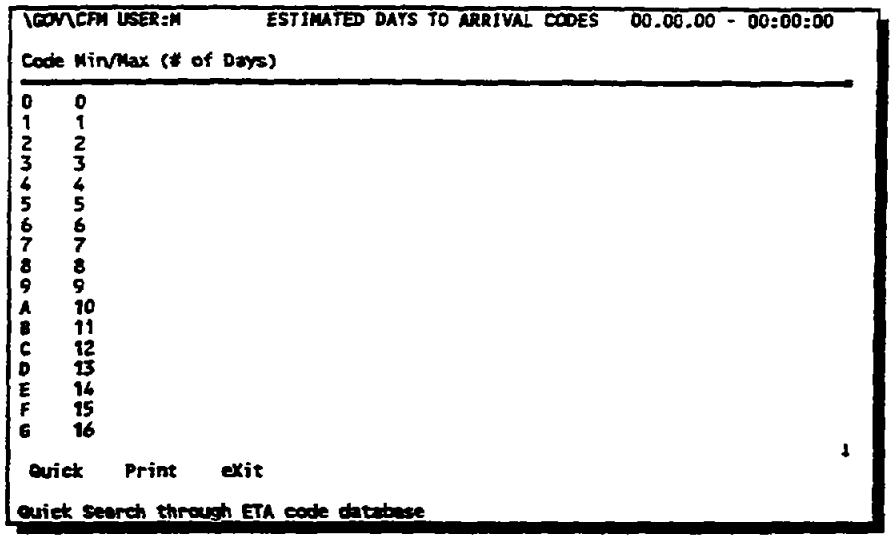


Figure 6-30. Estimated Days to Arrival Codes List.

6.14.2.1 Menu Options

The following menu options are available on the Estimated Days to Arrival Codes screen.

Option	Description
Quick	Quickly searches the reference table for ETA codes that contain the user-entered string of characters.
Print	Prints a copy of ETA Codes and their descriptions.
Exit	Returns to the Export Related Files menu.

6.14.3 Hour Codes

Press 2 to access the **Hour Codes** file. From this screen you can add and modify hour codes for air shipments, perform a quick search or print a list of the codes.

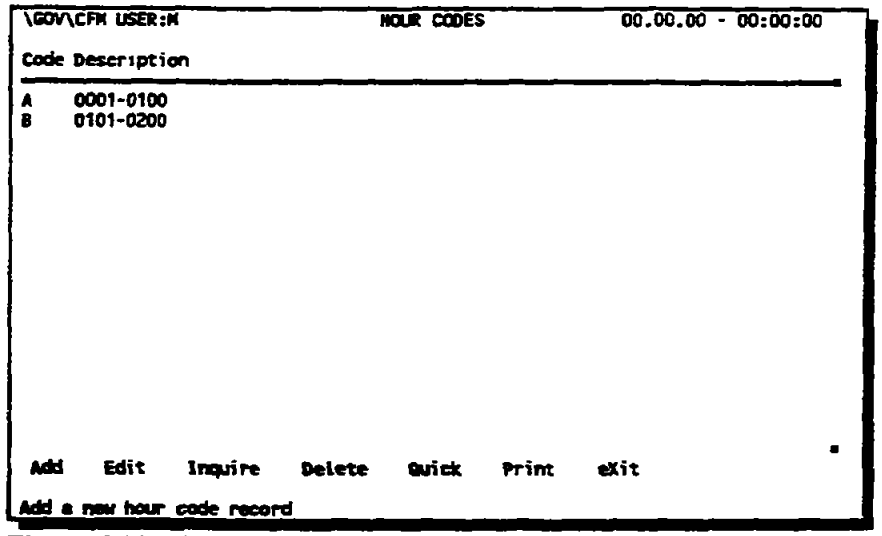


Figure 6-31. Hour Codes List.

6.14.3.1 Menu Options

The following menu options are available on the **Hour Codes** screen.

Option	Description
Add	Add an hour code record.
Edit	Modify the highlighted hour code record.
Inquire	View details of the highlighted hour code record.
Delete	Delete the currently highlighted hour code record.
Quick	Quickly search the reference table for hour codes that contain the user-entered string of characters.
Print	Print a copy of the hour codes and their descriptions.
Exit	Return to the Export Related Files list.

6.14.3.2 Adding an Hour Code Record

Press [A] to add an hour code record. The **Hour Code Maintenance** window will be displayed.

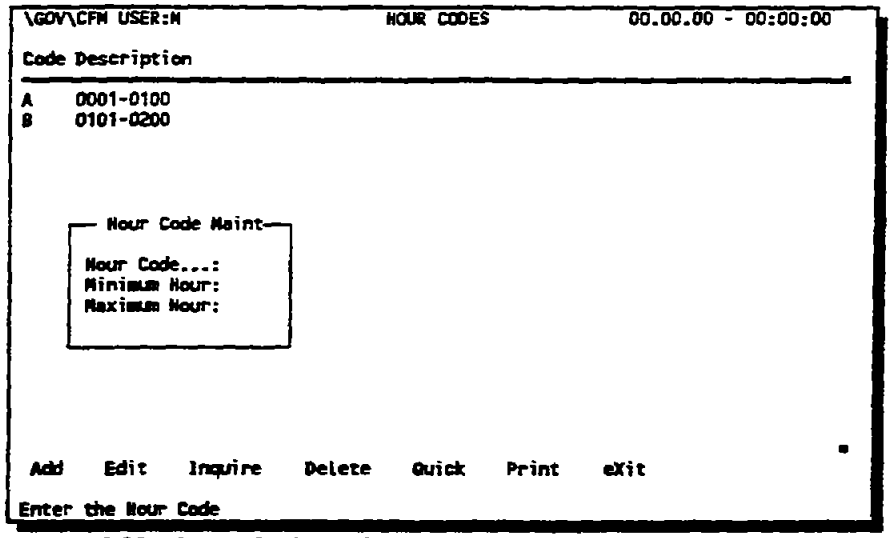


Figure 6-32. Hour Code Maintenance Window.

6.14.3.2.1 Data Elements

Complete the following data elements to enter an hour code record.

Screen Label	Description
Hour Code	The code for this record (one character).
Minimum Hour	The minimum hour for this record.
Maximum Hour	The maximum hour for this record.

6.14.4 Military Grade Levels

Press 4 to access the **Military Grade Levels** file. From this screen, you can add or modify military grade level records, view details of a record, perform a quick search on the file, or print a copy of the file.

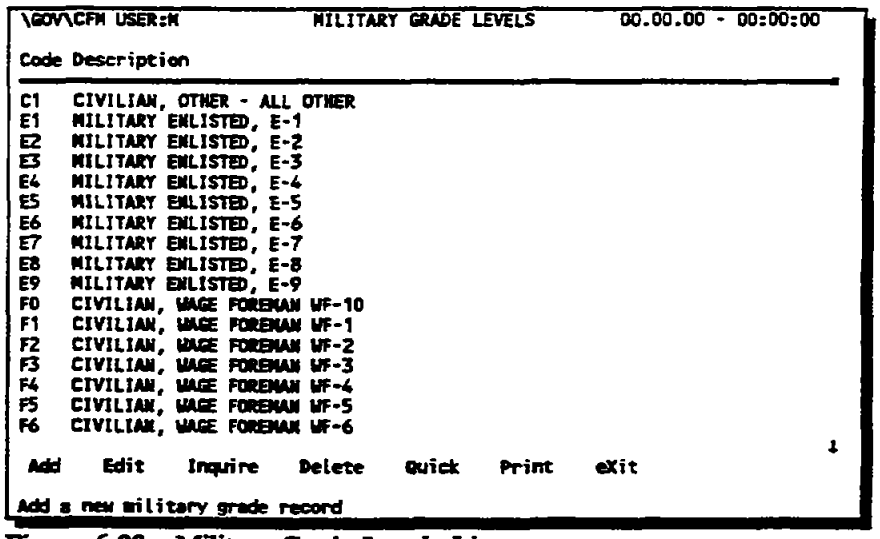


Figure 6-33. Military Grade Levels List.

6.14.4.1 Menu Options

The following menu options are availabel on the **Military Grade Levels** screen.

Option	Description
Add	Add a military grade level record.
Edit	Modify the highlighted military grade level record.
Inquire	View details of the highlighted military grade level record.
Delete	Delete the currently highlighted military grade level record.
Quick	Quickly search the reference table for grade descriptions that contain the user-entered string of characters.
Print	Print a copy of the grade levels and their descriptions.
Exit	Return to the Export Related Files list.

6.14.4.2 Adding a Military Grade Level Record

Press A to add a military grade level record. The Military Grades Maintenance window will be displayed.

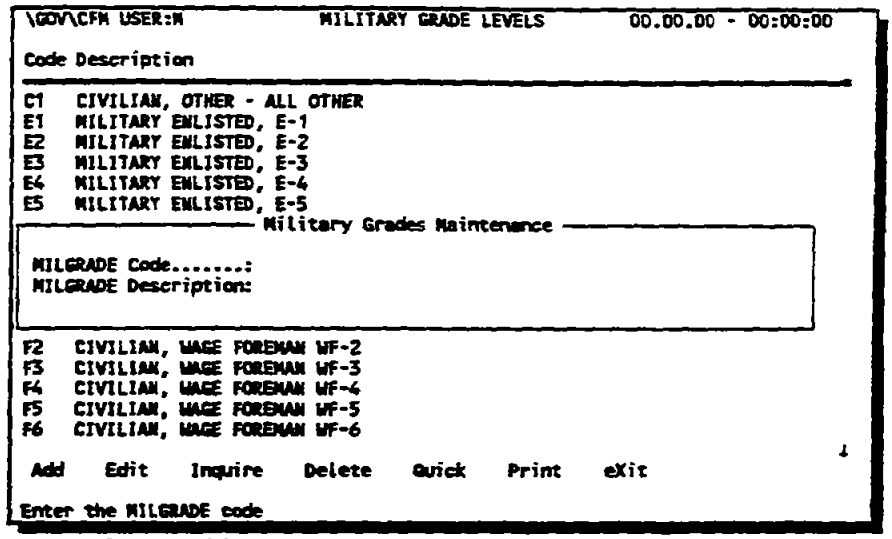


Figure 6-34. Military Grades Maintenance Window.

6.14.4.2.1 Data Elements

Enter the following data elements to add a military grade level record.

Screen Label	Description
MILGRADE Code	The military grade level code (two characters).
MILGRADE Description	The military grade level description.

6.14.5 Vessel Billing Arrangement Types

Press [6] to access the **Vessel Billing Arrangement Types** file. From this screen you can add or modify vessel billing arrangement records, perform a quick search on the file, or print a copy of the list.

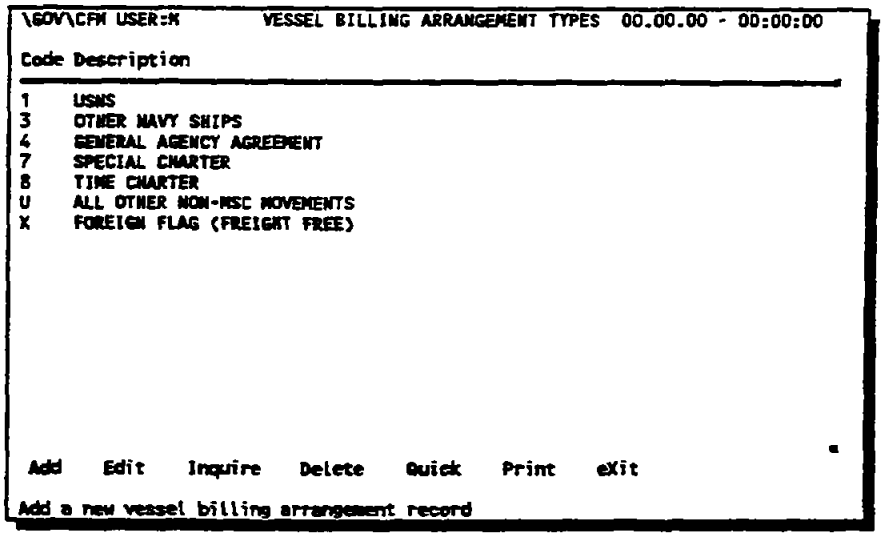


Figure 6-35. Vessel Billing Arrangement Types List.

6.14.5.1 Menu Options

The following menu options are available on the **Vessel Billing Arrangement Types** screen.

Option	Description
Add	Add a vessel billing arrangement record.
Edit	Modify the highlighted vessel billing arrangement type record.
Inquire	View details of the highlighted vessel billing arrangement type record.
Delete	Delete the currently highlighted vessel billing arrangement record.
Quick	Quickly search the reference table for arrangement descriptions that contain the user-entered string of characters.

Option	Description
Print	Print a copy of the vessel billing arrangement types and their descriptions.
Exit	Return to the Export Related Files list.

6.14.5.1.1 Adding a Vessel Billing Arrangement Record

Press A to add a vessel billing arrangement record. The Vessel Billing Maintenance window will be displayed.

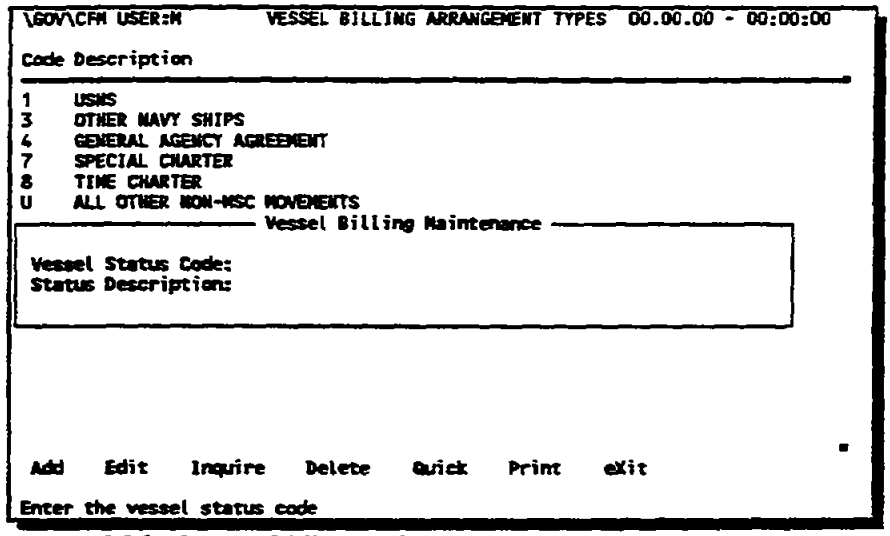


Figure 6-36. Vessel Billing Maintenance Window.

6.14.5.1.2 Data Elements

Enter the following data elements to add a vessel billing arrangement record.

Screen Label	Description
Vessel Status Code	The status code for the billing arrangement (one character).
Status Description	A description of the vessel billing arrangement.

6.14.6 Container Consolidation Points

Press 8 to view the **Container Consolidation Points** file. From this screen you can add or modify a consolidation point record, perform a quick search on the file, or print a copy of the list.

```
\GOV\CFM USER:M          CONTAINER CONSOLIDATION POINTS   00.00.00 - 00:00:00

Code Description
──────────────────────────────────────────────────────────────────────────
101  NEW CUMBERLAND ARMY DEPOT, PA
103  DEFENSE DEPOT MECHANICSBURG, PA
104  AFCCP, ROBINS AFB, GA
201  RED RIVER ARMY DEPOT
506  DEFENSE DIST. REGION E., NEW CUMBERLAND, PA (CFDC)
301  SHARPE ARMY DEPOT
302  SACRAMENTO ARMY DEPOT (ALTERNATE)
303  DEFENSE DEPOT TRACY, CA
305  BARSTOW CCP (MCLB BARSTOW), BARSTOW, CA
306  US NAVY QUICKTRANS TERMINAL, TRAVIS AFS, CA
105  US NAVY QUICKTRANS TERMINAL, NAS NORFOLK, VA
504  REG. FT CONSOLIDATION CNTR, LOS ANGELES,CA (CFDC)
508  DEFENSE DIST. REGION CENTRAL, MEMPHIS, TN (CFDC)
509  DEFENSE DIST. REGION WEST, SHARPE, CA (CFDC)
509  DEFENSE DIST. REGION WEST, SHARPE, CA (CFDC)

 Add   Edit   Inquire   Delete   Quick   Print   eXit

Add a new container consolidation point record
```

Figure 6-37. Container Consolidation Points List.

6.14.6.1 Menu Options

The following menu options are available on the **Container Consolidation Points** screen.

Option	Description
Add	Add a container consolidation point record.
Edit	Modify the highlighted container consolidation point record.
Inquire	View details of the highlighted container consolidation point record.
Delete	Delete the currently highlighted container consolidtaion point record.
Quick	Quickly search the reference table for consolidation point descriptions that contain the user-entered string of characters.
Print	Print a copy of the container consolidation point codes and their descriptions.

Option	Description
Exit	Return to the Export Related Files list.

6.14.6.2 Adding a Container Consolidation Point Record

Press [A] to add a consolidation point record. The **Container Consolidtaion Points** window will be displayed.

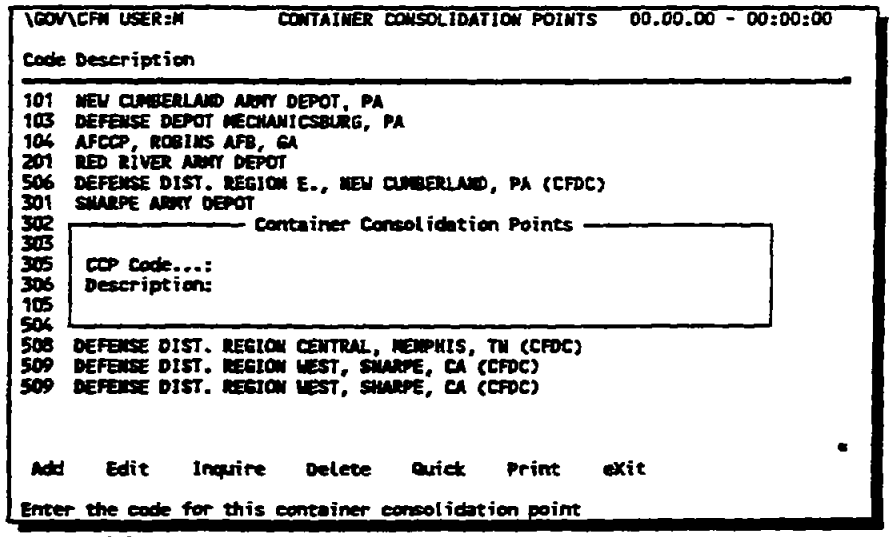


Figure 6-38. Consolidation Points Window.

6.14.6.2.1 Data Elements

Enter the following data elements to add a consolidation point record.

Screen Label	Description
CCP Code	The container consoldiation point code for the point (three characters).
Descriprion	The name of the consolidation point.

6.14.7 Country Codes

Press 9 to access the **Country Codes** file. From this screen, you can add or modify a country code record, perform a quick search on the record, or print a copy of the list.

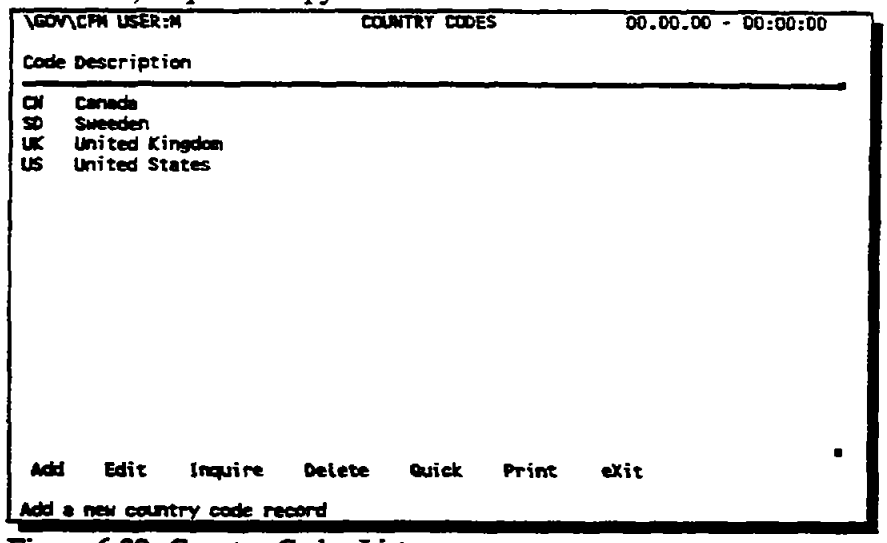


Figure 6-39. Country Codes List.

6.14.7.1 Menu Options

The following menu options are available on the **Country Codes** screen.

Option	Description
Add	Add a country code record.
Edit	Modify the highlighted country code record.
Inquire	View details of the highlighted country code record.
Delete	Delete the currently highlighted country code record.
Quick	Quickly search the reference table for country descriptions that contain the user-entered string of characters.
Print	Print a copy of the country codes and their descriptions.
Exit	Return to the Export Related Files list.

6.14.7.1.1 Adding a Country Code Record

Press [A] to add a country code record. The Country Codes Maintenance window will be displayed.

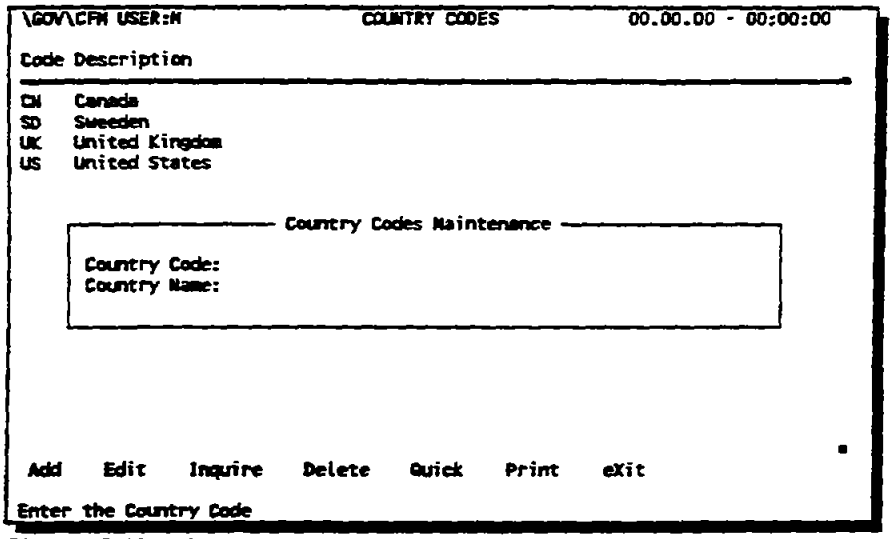


Figure 6-40. Country Codes Maintenance Window.

6.14.7.1.2 Data Elements

Enter the following data elements to add a country code record.

Screen Label	Description
Country Code	The country code for the record (two characters).
Country Name	The name of the country.

6.15 View Only Files

Press E to access the **View Only Files** option. This option allows you to look at the following files, but not to modify them. You can also perform quick searches on all of the files. The View Only Files available are:

- Tender Modes
- MILSTAMP Modes
- Service Codes
- Equipment Codes
- Container Codes
- SPLC Codes
- Military Codes
- Discrepancy Codes
- Service Failure Codes
- Route Order Types

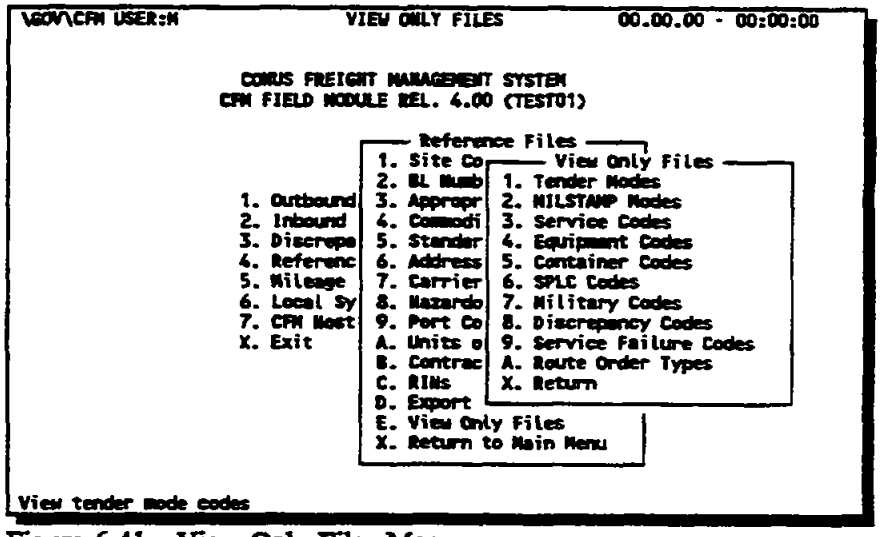


Figure 6-41. View Only Files Menu.

Select one of the menu options to view the file associated with that option.

6.15.1 Tender Modes

Press [1] to access the **Tender Modes** file. The screen shown below will be displayed.

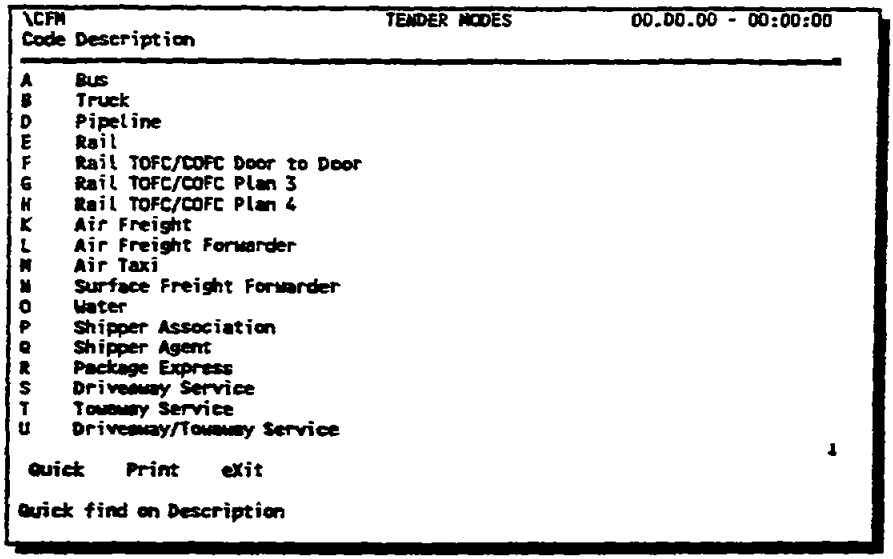


Figure 6-42. Tender Modes File.

6.15.1.1 Menu Options

The following table describes the menu options on the **Tender Modes** screen:

Option	Description
Quick	Quickly searches the reference table for tender mode descriptions that contain the user-entered string of characters.
Print	Prints a report of tender modes and their descriptions to screen, printer, or both.
Exit	Returns to the View Only Files list.

6.15.2 MILSTAMP Mode Codes

Press [2] to access the MILSTAMP Mode Codes file. The screen shown below will be displayed.

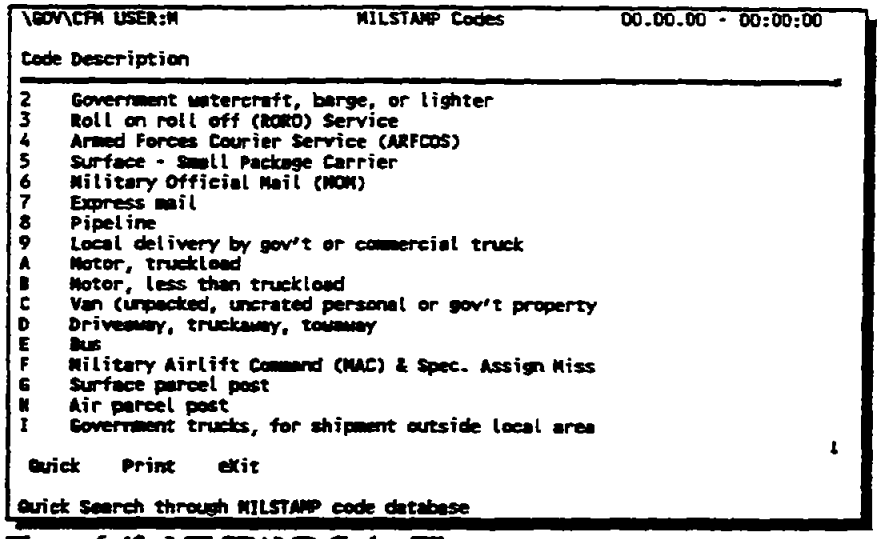


Figure 6-43. MILSTAMP Codes File.

6.15.2.1 Menu Options

The following table describes the menu options on the MILSTAMP Codes screen.

Option	Description
Quick	Quickly searches the reference table for MILSTAMP code descriptions that contain the user-entered string of characters.
Print	Prints a report of MILSTAMP codes and their descriptions to screen, printer, or both.
Exit	Returns to the View Only Files list.

6.15.3 Service Codes

Press 3 to access the Accessorial and Protective Services file. The screen shown below will be displayed.

```
\CFM                          ACC/TPS SERVICES          00.00.00 - 00:00:00
Code Mode  Description
AA   ACC   Attendants Accompanying Government Freight
AC   ACC   Advancing Charges
AG   TPS   Armed Guard Surveillance
AL   ACC   Allowances (Bulk Liquid)
CB   ACC   Chains and Binders
CG   ACC   Caboose / Guard Cars Furnished
CL   ACC   Cleaning (Bulk Liquid)
CS   TPS   DOD Constant Surveillance
DA   ACC   Dunnage Allowance
DD   TPS   Dual Driver Protective Service
DF   ACC   410 Dromedary Service
DM   ACC   Demurrage (Straight)
DN   TPS   Dual Driver Service with National Agency Check
DP   ACC   Detention: Vehicles with Power Units
DS   ACC   Dromedary Service
DV   ACC   Detention of Vehicles
EC   ACC   Empty Cars Ordered but Not Used
ED   ACC   Extra Driver
                                                                        ↓
 Quick    Costing    Print    eXit

Quick find on Description
```

Figure 6-44. Service Codes.

6.15.3.1 Menu Options

The following table describes the menu options on the ACC/TPS Services screen.

Option	Description
Quick	Quickly searches the reference table for service descriptions that contain the user-entered string of characters.
Costing	Displays the costing method for the highlighted service. Shows structure of the method only, not dollar amounts.
Print	Prints a report of services and their descriptions to screen, printer, or both.
Exit	Returns to the View Only Files list.

6.15.4 Equipment Codes

Press 4 to access the Equipment Codes file. From the Equipment Types screen, you can view the equipment types and their descriptions, perform a quick search, or print the list of equipment codes.

```
\CFM                          EQUIPMENT TYPES          00.00.00 - 00:00:00
Code Mode     Description
A5   Motor    TRACTOR, AIR RIDE
A6   Motor    TRACTOR, OTHER THAN AIR RIDE
A7   Motor    FLAT BEDS, 30 FT AND LESS, HOOKED IN TANDEM
A8   Motor    VANS, AIR RIDE, WITH TEMP.& HUMIDITY CONTROL
A9   Motor    VAN, PADDED, AIR RIDE, ALL SIZES
A10  Motor    DROMEDARY, 410 CU FT
A11  Motor    VAN, AIR RIDE, 45 OR 48FT ,PADDED, W/CRANE OR LIFT
A20  Motor    AUTOMOBILE RACK TRAILER
A30  Motor    REMOVABLE GOOSENECK
A40  Motor    FLAT BED TRAILER, HOT SHOT, 40FT AND OVER
A50  Motor    VAN, CLOSED, PADDED/LOGISTICS, W/AIR RIDE, 40FT
AA1  Motor    VAN, AIR RIDE 30 FT AND LESS
AA2  Motor    VAN, AIR RIDE 31 - 40 FT
AA3  Motor    VAN, AIR RIDE OVER 40 FT
AB0  Motor    LOWBOY, LEVEL DECK, 10 AXLES AND OVER
AB2  Motor    LOWBOY, LEVEL DECK, 2 AXLES
AB3  Motor    LOWBOY, LEVEL DECK, 3 AXLES
AB4  Motor    LOWBOY, LEVEL DECK, 4 AXLES                                  ↓
 Quick   Print   eXit
Quick find on Description
```

Figure 6-45. Equipment Codes.

6.15.4.1 Menu Options

The following table describes the menu options on the Equipment Types screen.

Option	Description
Quick	Quickly searches the reference table for equipment descriptions that contain the user-entered string of characters.
Print	Prints a report of equipment and its description to screen, printer, or both.
Exit	Returns to the View Only Files list.

6.15.5 Container Codes

Press 5 to access the Container Types file. From the Container Types screen shown below, you can perform a quick search, or print the list of container codes.

```
 \CFM                              CONTAINER TYPES          00.00.00 - 00:00:00
Code Description
-------------------------------------------------------------------------------
AA   MSCVAN - LOADED TO CAP. BY OCEAN CARRIER
AB   MSCVAN - LOADED TO CAP. BY MILITARY TERMINAL
AC   MSCVAN - LOADED TO CAP. BY MILITARY SHIPPING ACTV
AD   MSCVAN - LOADED TO CAP. BY VENDOR
AE   MSCVAN - LOADED TO CAP. BY CONSOLIDATION FACILITY
AF   MSCVAN - LESS THAN CAP. COMPLETED BY CONSOL. FAC.
AL   MSCVAN - LESS THAN CAP. COMPLETED BY MILITARY TERM
BD   BUNDLE
BE   BALE
BG   BAG, BURLAP OR CLOTH
BL   BARREL
BS   BASKET
BX   BOX
CA   CABINET
CB   CARBOY
CC   HNG CONTAINERS, WOOD
CL   COIL
CN   CONTAINER, MAC - ISO, LT. WGT. 8x8x20 FOOT AIR                        ↓
 Quick    Print    eXit
Quick find on Description
```

Figure 6-46. Container Type Codes.

6.15.5.1 Menu Options

The following table describes the menu options on the Container Types screen.

Option	Description
Quick	Quickly searches the reference table for container descriptions that contain the user-entered string of characters.
Print	Prints a report of container codes and their descriptions to screen, printer, or both.
Exit	Returns to the View Only Files list.

6.15.6 SPLC Codes

Press [6] to access the SPLC file. From the SPLCs screen shown below, you can perform a quick search by city, search by state, or change the order of the listing.

```
\GOV\CFM USER:M                          SPLCS                00.00.00 - 00:00:00
SPLC       City Name              ST  County                   Start      End
000101000  CAPE PINE              NF                          90.04.01  93.04.11
000102000  ST SHOTTS              NF                          90.04.01
000103000  DANIELS PT             NF                          90.04.01
000104000  PORTUGAL COVE S        NF                          90.04.01
000105000  TREPASSEY              NF                          90.04.01
000106000  WITLESS BAY            NF                          90.04.01
000107000  PRT KIRWIN             NF                          90.04.01
000108000  FERNEUSE               NF                          90.04.01
000109000  RENEWS                 NF                          90.04.01
000110000  BISCAY BAY             NF                          90.04.01
000111000  FERRYLAND              NF                          90.04.01
000112000  ST MARYS               NF                          90.04.01
000113000  GASKIERS               NF                          90.04.01
000114000  PT LA HAYE             NF                          90.04.01
000115000  RIVERHEAD              NF                          90.04.01  93.04.11
000116000  ADMIRALS BCH           NF                          90.04.01
000117000  ST BRIDES              NF                          90.04.01
000118000  BRCH                   NF                          90.04.01
                                                                        ↓
 Quick    State    Order    eXit

Quick find on city name
```

Figure 6-47. SPLC Codes.

6.15.6.1 Menu Options

The following table describes the menu options on the SPLC Codes screen.

Option	Description
Quick	Quickly searches the reference table for city names that contain the user-entered string of characters.
State	Searches the reference table for the specified state, and displays the first city name or SPLC for that state, depending on the order of the list.
Order	Toggles between sorting the list by city and state *or* SPLC. The list is originally sorted by SPLC. Pressing [O] for order re-sorts the list by city and state. Pressing it once again re-sorts by SPLC.
Exit	Returns to the View Only Files list.

6.15.7 Military Service Codes

Press 7 to access the **Military Service Codes** file. From the **Military Codes** screen shown below, you can view or print the codes.

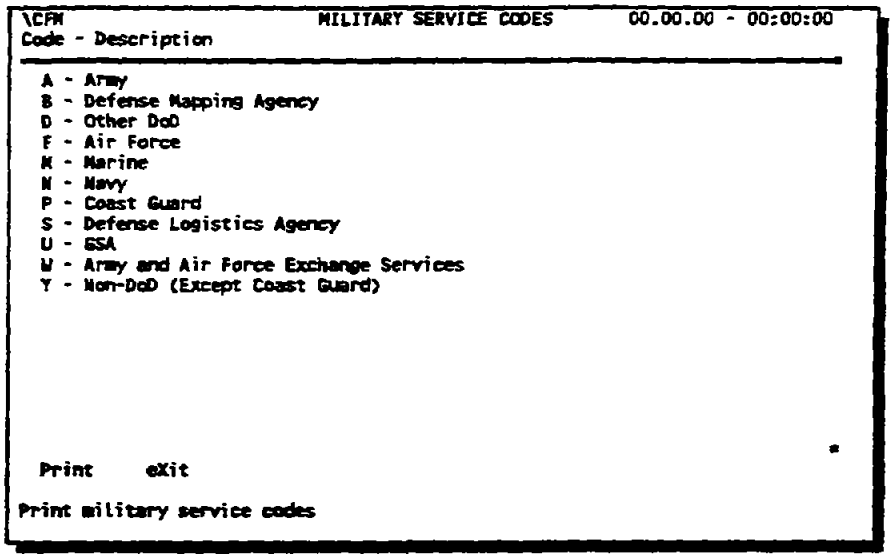


Figure 6-48. Military Service Codes.

6.15.7.1 Menu Options

The following table describes the menu options on the **Military Service Codes** screen.

Option	Description
Print	Prints a report of military codes and their descriptions to screen, printer, or both.
Exit	Returns to the View Only Files list.

6.15.8 Discrepancy Codes

Press 8 to access the Discrepancy Codes file. These codes are used to report discrepancies for Transportation Discrepancy Reports (TDRs).

```
\CFN                          DISCREPANCY CODES          00.00.00 - 00:00:00
Code Type      Description
-------------------------------------------------------------------------

A3   Astray    Incomplete, illegible missing marking/label/tag
A4   Astray    Missing billing (Result of a visit to carrier terminal)
A5   Astray    Hotline call initiated visit
A6   Astray    Carrier call initiated
A7   Astray    Routine visit
A8   Astray    Missing billing (Carrier released freight to activity other
AB   Astray    Missing billing (Carrier released freight to activity other
A9   Astray    Astray freight found in Customs Bond Rooms/Freight Storage W
A9   Astray    Not specified above (Describe in remarks) *JMAFP Committee u
AC   Astray    Carrier call initiated visit
AH   Astray    Hotline call initiated visit
AR   Astray    Routine visit
D1   Damage    Marine casualty
D2   Damage    Stevedoring
D6   Damage    Material handling equipment
DD   Damage    Not specified above (describe in remarks)
DE   Damage    Water Damage
                                                                        ↓
 Quick    Print    eXit

Quick find on Description
```

Figure 6-49. Discrepancy Codes.

6.15.8.1 Menu Options

The following table describes the menu options on the Discrepancy Codes screen.

Option	Description
Quick	Performs a quick search for a discrepancy code based on its description.
Print	Prints a report of discrepancy codes and their descriptions to screen, printer, or both.
Exit	Returns to the View Only Files list.

6.15.9 Service Failure Codes

Press 9 to access the Service Failure Codes file. These codes are used to identify service failures and non-use reasons during the carrier award process, or while viewing carrier performance data.

```
\CFM                    SERVICE FAILURE / NON-USE CODES   00.00.00 - 00:00:00
Code Description
-------------------------------------------------------------------------------
01   Traffic Distribution
02   Excusable Refusal
03   Disability cost at orig offsets lower rail cost
04   Disability cost at dest offsets lower rail cost
05   Orig and dest disability cost offset rail cost
06   Ship/Recv Facil unable to accommodate rail service
07   Ship/Recv Facil unable to accommodate motor service
08   Lower cost rail service unavail - due to strike
09   Lower cost motor service unavail - due to strike
10   Contract requires specific requested mode
11   FOB contractor plant not on a private siding
12   Low cost not used to prevent double handling
13   Low cost not used in order to use carrier onsite
14   Disability cost at orig offset lower air taxi cost
15   Disability cost at dest offset lower air taxi cost
16   Low cost carrier unable to meet service require.
17   Low cost carrier in nonuse status
18   Low cost Carrier Unable to Meet RDD
                                                                              ↓
 Quick    Print    eXit

Quick find on Description
```

Figure 6-50. Service Failure / Non-Use Codes.

6.15.9.1 Menu Options

The following table describes the menu options on the Service Failure / Non-Use Codes screen.

Option	Description
Quick	Performs a quick search for a code based on its description.
Print	Prints a report of codes and their descriptions to screen, printer, or both.
Exit	Returns to the View Only Files list.

6.15.10 Route Order Types

Press [A] to access the **Route Order Types** file. From this screen you can perform a quick search of the file, view the file, or print a copy of the list.

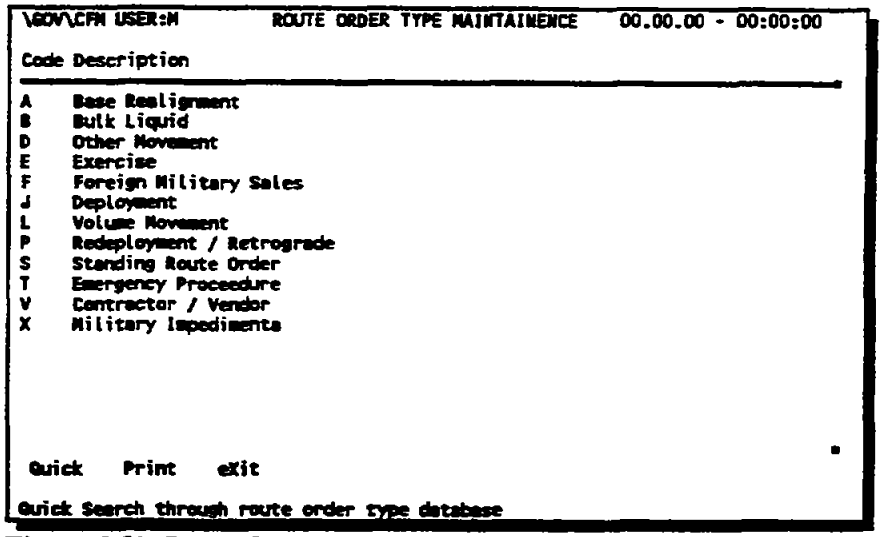


Figure 6-51. Route Order Types File.

6.15.10.1 Menu Options

The following table describes the menu options on the **Route Order Types** screen.

Option	Description
Quick	Performs a quick search for a code based on its description.
Print	Prints a report of codes and their descriptions to screen, printer, or both.
Exit	Returns to the View Only Files list.

6.15.11 Security Risk Codes

Press B to access the Security Risk Codes file. From this screen you can perform a quick search of the file, view the file, or print a copy of the list.

```
\CFM                    SECURITY RISK CODE MAINTENANCE   00.00.00 - 00:00:00

Code Description
──────────────────────────────────────────────────────────────────────────────
1    HIGHEST SENSITIVITY (CATEGORY I)
2    HIGH SENSITIVITY (CATEGORY II)
3    MODERATE SENSITIVITY (CATEGORY III)
4    LOW SENSITIVITY (CATEGORY IV)
5    HIGHEST SENSITIVITY (CATEGORY I, SECRET)
6    HIGHEST SENSITIVITY (CATEGORY I, CONFIDENTIAL)
7    UNCONTROLLED/UNCLASSIFIED
8    HIGH SENSITIVITY (CATEGORY II)
S    SECRET
C    CONFIDENTIAL
U    UNCONTROLLED/UNCLASSIFIED
P    PILFERABLE

  Quick   Print   eXit
Quick search of security risk code database
```

Figure 6-52. Security Risk Codes.

6.15.11.1 Menu Options

The following table describes the menu options on the Route Order Types screen.

Option	Description
Quick	Performs a quick search for a code based on its description.
Print	Prints a report of codes and their descriptions to screen, printer, or both.
Exit	Returns to the View Only Files list.

7.0 Local System Utilities

Press [6] from the System Menu to access the System Utilities menu.

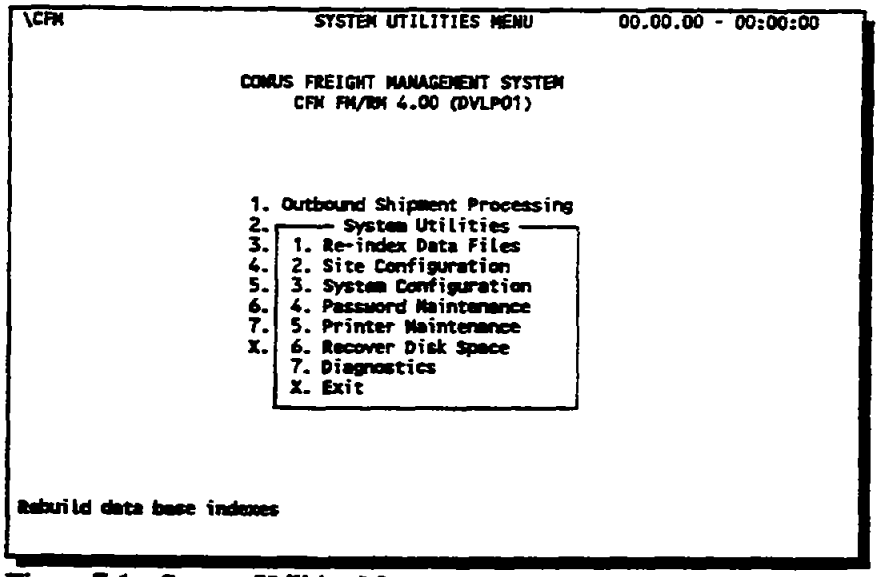


Figure 7-1. System Utilities Menu.

Menu Options

The System Utilities menu is designed to give the Field/Receiver Module Administrator (or Super User) access to the information and tools necessary to maintain and configure the Field/Receiver Module for users.

Option	Description
Re-index Data Files	The CFM databases will occasionally need to be tuned. This utility allows the administrator to selectively repair (re-index) database files. It is easy and safe to use.

Option	Description
Site Configuration	This file defines the system to itself. It contains the GBLOC, site number and title of the Field/Receiver Module installation, the name and title of the GBL Issuing Officer, the GBL Issuing Office address code, system defaults, and the CFM Host site responsible for routing the shipment requests. At the time of the installation of the Field/Receiver Module system, the Site Configuration file will be initialized to identify the system.
System Configuration	This utility displays software, disk space, and memory configuration information about the PC. It can be used to recommend changes to optimize the PC.
Password Maintenance	This utility allows the system administrator to add or change user accounts on the Field/Receiver Module. The administrator (or Super User) can prevent particular users from accessing system functions.
Printer Maintenance	The Field/Receiver Module supports two types of printers: laser printers (for printing GBLs and GBL Correction Notices) and draft printers (for printing reports). This utility allows the administrator to define which type of printer is located on which physical/logical port on the PC.
Recover Disk Space	The databases do not actually remove deleted records from the disk when users indicate they are to be deleted. Instead, it marks them as deleted and the database ignores them during normal operations. Use this menu option to recover the disk space taken by deleted records in the database.
Diagnostics	Displays a menu of diagnostic functions that allow you to: 1. View and report on system errors. 2. Print or view the AUTOEXEC.BAT and CONFIG.SYS files. 3. Run Info+ for system information. 4. Edit ProComm phone numbers for connection to the Host system. 5. Run the database command line shell. 6. Rebuild structures and data for all databases. X. Return to the System Utilities submenu.

7.1 Re-Index Data Files

Press [1] from the **System Utilities** menu to execute **Re-index Data Files** — the function for maintaining data files.

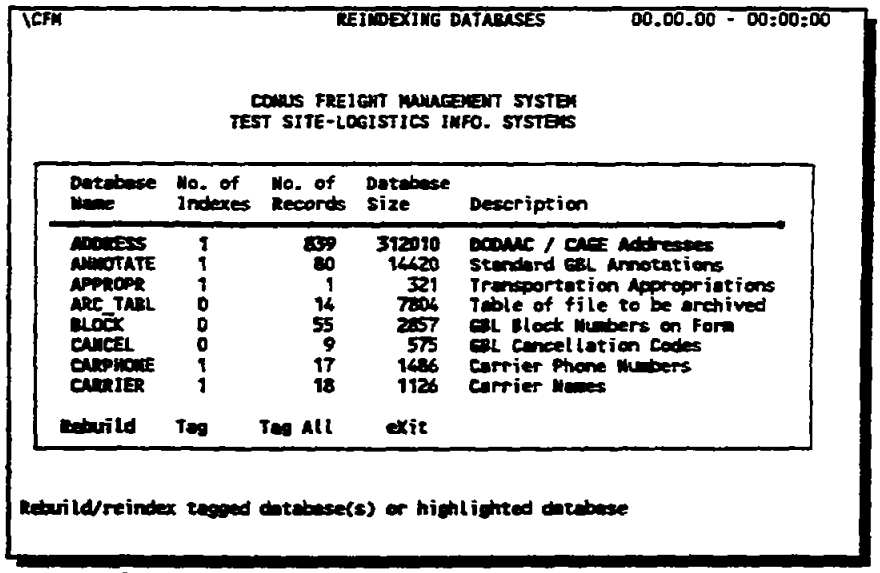


Figure 7-2. Re-Index Data Files Screen.

The **Rebuild** menu option copies the contents of a database file to a temporary area, checks for deleted records and removes them. Removing deleted records recovers disk space on the PC. This function then copies the data back to the database, validating as it copies. After successful validation, it rebuilds any index files associated with the database. Index files are used by the database to allow fast access to data in the file. Using the **Tag** and **Tag All** menu options, the administrator can identify the files that need rebuilding and re-indexing. The administrator should run the **Rebuild** function periodically to prevent corruption of the data files. The frequency of the rebuild depends on the usage of the system, however, once a week should be adequate.

7.1.1 Columns Displayed

The following columns are displayed for each database table in the Field/Receiver Module application.

Screen Label	Description
Database Name	The name of the database file. This name may appear in an error message which will help determine that it may need to be rebuilt.
No. of Indexes	The number of index files that are maintained for this database. Each will have to be rebuilt if the **Rebuild** process is executed for this file. This value may be zero (0) if no indexes are maintained for this file.
No. of Records	The number of records currently in this database file. The number may decrease after the **Rebuild** as deleted records are removed.
Database Size	The number of bytes currently taken up by this database file. This is an approximate number.
Description	A description of the data stored in this database file.

7.1.2 Menu Options

Use the **Tag** or **Tag All** options to identify the database files that need rebuilding and then execute the **Rebuild** option.

Option	Description
Rebuild	Sequentially rebuilds and re-indexes each tagged file. If no files are tagged, the system rebuilds the currently highlighted file. During the rebuild process, the system displays its actions in a window on the screen.
Tag	Marks the highlighted database file for rebuilding.
Tag All	Marks all database files for rebuilding.
Exit	Returns to the System Utilities Menu.

7.2 Site Configuration File

Press [2] to change the **Site Configuration File**. This file contains values that identify the system to itself and control how the system interacts with the CFM Host. *Once the configuration has been set up correctly, the Super User should deny all users access to this menu option to prevent problems with the system.* See the section on **Password Maintenance** (page 6-13) for a description of how to change user permissions.

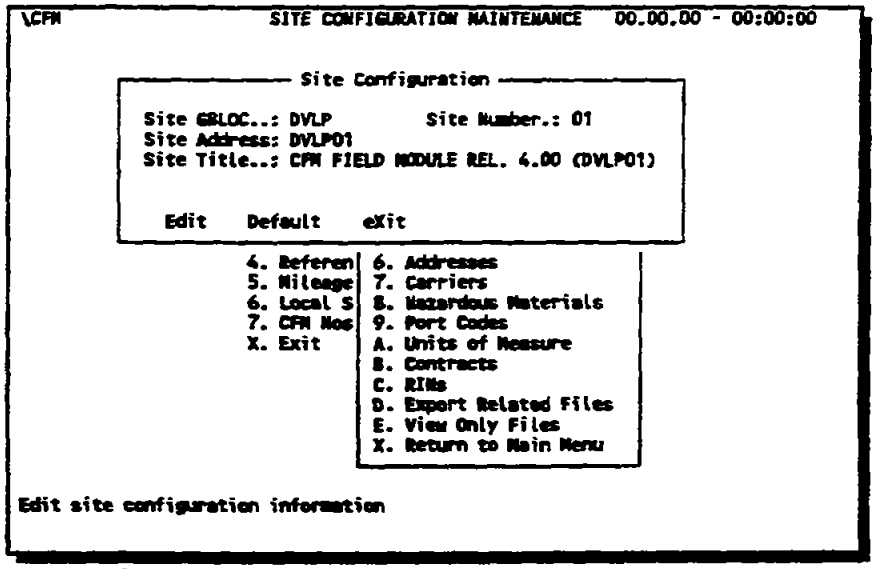


Figure 7-3. Site Configuration Screen 1.

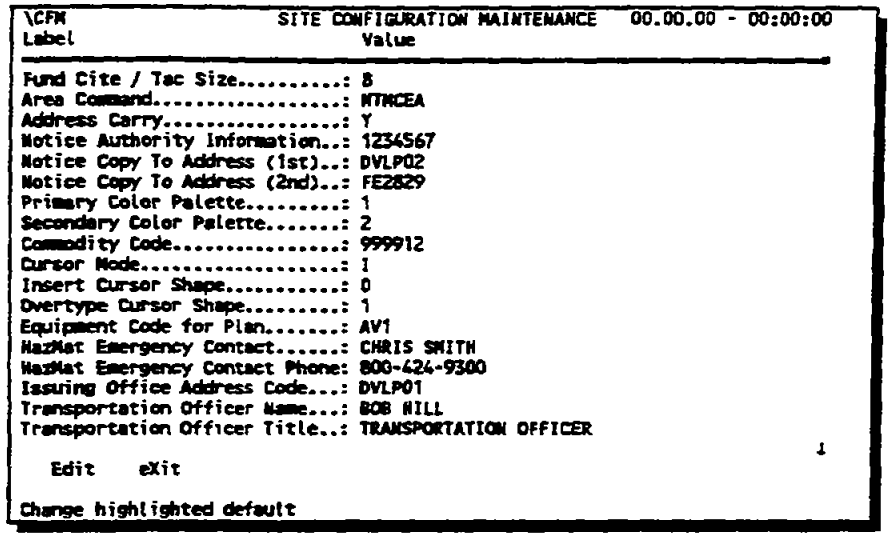


Figure 7-4. Site Configuration Screen 2.

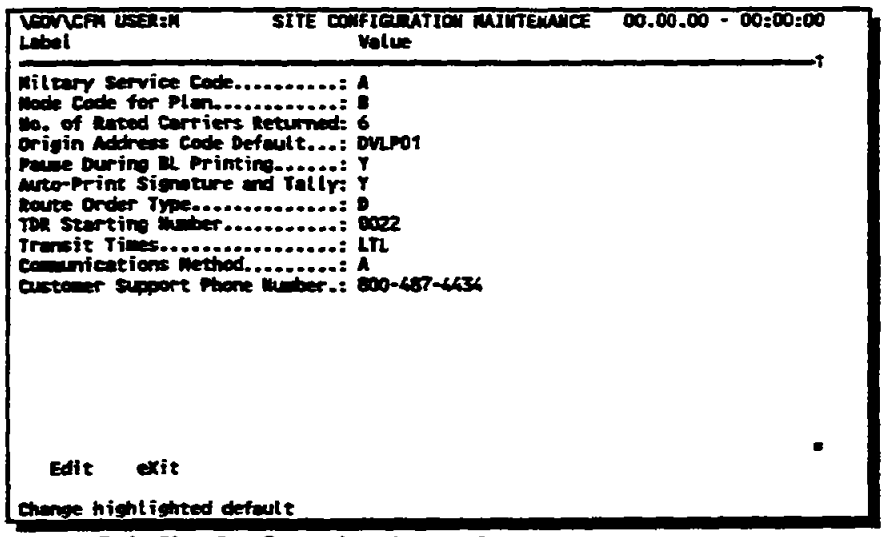


Figure 7-5. Site Configuration Screen 3.

7.2.1 Site Configuration Data Elements

WARNING: Be particularly careful when entering these data elements, as they define the system. The GBLOC and site number for

an installation of the Field/Receiver Module must never be changed once shipments have been created.

The following table describes the data elements on the Site **Configuration Maintenance** screen.

Screen Label	Description
Site GBLOC	Mandatory Entry. The GBLOC for the Field/Receiver Module site. This value is included with the Site Number and the System-ID on each shipment to uniquely identify it on the CFM Host. *Changing this after shipments have been created may cause the loss of previously entered shipment data. You must contact CFM support to change this field.*
Site Number	Mandatory Entry. The site number of this installation, if more than one Field/Receiver Module PC is installed at the site. This value is included with the GBLOC and the System-ID on each shipment to uniquely identify it to the CFM Host. *Changing this after shipments have been created may cause the loss of previously entered shipment data. You must contact CFM support to change this field.*
Site Address	Mandatory Entry. The address code for the site where the Field/Receiver Module is installed.
Site Title	Mandatory Entry. The name of the installation where the Field/Receiver Module is installed. This will be printed in the Title Box on the System Menu and in the titles of reports.
Fund Cite / TAC Size	The size (number of characters) for the FCC/TAC code on the Shipment Unit Entry screen. If zero is chosen, this field will not appear at all.
Area Command	The address code of the Area Command most commonly used for shipment requests. A pick list of address codes is available for partial or unknown entries.
Address Carry	Mandatory Entry. The system can automatically copy the Shipping address to the mailing address during the addition of a new address to the ADDRESS reference file. This feature is designed to save keystrokes, as the addresses are often the same. To disable this feature enter an "N" in the field.

Screen Label	Description
Notice Authority Information	Optional Entry. The default Authority for GBL Correction that will be printed in Block 13 of the GBL Correction Notice form. A blank entry is acceptable to indicate no default.
Notice Copy to Address (1st and 2nd)	Optional Entry. Default address codes for the Copy to Address block of the Correction Notice. A pick list is available for partial or unknown entries. A blank entry is acceptable to indicate no default.
Primary and Secondary Color Palettes	Color palette choices for both primary and secondary screen colors. 1 = Blue 2 = Light blue 3 = Gray 4 = Teal
Commodity Code	Optional Entry. The default commodity being shipped for a shipment request. A pick list of commodity codes is available for partial or unknown entry. A blank entry is acceptable to indicate no default.
Cursor Mode / Cursor Shape	Mode for the cursor (Y=insert mode, N=overtype mode). Insert mode inserts characters and pushes existing characters to the right. Overtype mode replaces existing characters. The fields marked "Insert" and "Overtype" define the cursor shape for that cursor mode. 0 = Underline cursor 1 = Full block cursor 2 = Half block cursor
Equipment Code for Plan	Optional Entry. The default type of equipment requested for plan one of a shipment request. A pick list of equipment codes is available for partial or unknown entry. A blank entry is acceptable to indicate no default.
HazMat Emergency Contact	The person to be contacted in case of a HazMat emergency. This contact is brought forward to the HazMat Certification Text on the GBL.
HazMat Emergency Contact Phone	The telephone number for the HazMat emergency contact. This is also brought forward to the HazMat Certification Text on the GBL.
Iss Off. Address Code	Mandatory Entry. The address code for the Field/Receiver Module site. A pick list of address codes is available for partial or unknown entry. This value is used to extract the address for the Issuing Office that appears in Block 33 of the GBL. This is also used as Address 3 on TDRs.

Screen Label	Description
Transportation Officer Name	Mandatory Entry. The GBL Issuing Officer's name to be printed in Block 33 of the GBL.
Transportation Officer Title	Mandatory Entry. The GBL Issuing Officer's title to be printed in Block 33 of the GBL.
Column Display for Lists	Mandatory Entry. The shipment lists can display shipments by either System ID or the Agency ID. Enter an S to display to the System ID, or an A to display to the Agency ID.
Military Service Code	The default code for the military service branch. If blank, there is no default in place. A - Army B - Defense Mapping Agency D - Other DoD F - Air Force M - Marine N - Navy P - Coast Guard S - Defense Logistics Agency U - GSA
Mode Code for Plan	Optional Entry. The default movement modes to ask the CFM Host to evaluate for plan one in a shipment request. A pick list of movement modes is available for unknown entries. A blank entry is acceptable to indicate no default.
No. of Rated Carriers Returned	The number of rated carriers that the Host will return on Host rated Shipment Requests.
Origin Address Code Default	Optional Entry. The default Origin Address code to use on a shipment request. A pick list of address codes is available for partial or unknown entry. A blank entry is acceptable to indicate no default.
Pause During BL Printing	Mandatory Entry. The system can automatically pause after printing every three pages of the BL. To resume printing, press any key. If you are losing BL data when printing, enter a Y in this field. To disable this feature, enter an N.
Auto-Print Signature and Tally	Mandatory Entry. The system can automatically print a Signature and Tally page with the BL if there is a service ST entered for the shipment. To disable this feature, enter an N in this field.
Route Order Type	Optional Entry. The default route order type to use on shipment requests. A pick list is available by typing an asterisk (*).

Screen Label	Description
Copy TCN # to Requisition #	Mandatory Entry. The system can automatically copy the TCN Number entered in the TCN field on the Shipment Unit Entry screen to the Requisition Number field. Enter a Y here to copy the TCN to the Requisition #. Enter a N to disable this feature.
TDR Starting Number	The beginning number for TDRs. The system automatically assigns numbers to TDRs based on the DODAAC, last digit of the year (e.g., 3 for 1993), and this beginning number. Numbers are assigned in sequential order beginning with this number.
Daylight Savings	Mandatory Entry. Enter N if you are not currently on Daylight Savings Time, or Y if you are on Daylight Savings Time.
Local Time Zone	Mandatory Entry. The time zone at your location. E - Eastern C - Central M - Mountain P - Pacific
Training Requests Processed At	Mandatory Entry. The system can process requests created by training users locally through a Host simulation program, or they can be sent to the CFM Host for processing. Enter L to process the requests locally, or H to process the requests at the CFM Host.
Transit Times	Mandatory Entry. The Desired Delivery Date will default to the Availability Date plus the number of days indicated in the DOD Standard Transit Times Table for either Less Truck Load or Truck Load freight. Indicate which default is preferable by entering "TL" or "LTL".
Communications	Type of communications with the Host system: A = Asynchronous M = Modem Use Asynchronous if you are using PROCOMM LAN version, and are using an asynchronous modem server. Use Modem if you have a modem connected directly to the PC.
Customer Support Phone Number	The telephone number for CFM technical support.

7.3 System Configuration

Press [3] from the System Utilities menu to view the System Configuration. The software displays information about the Field/Receiver Module as installed on the current system.

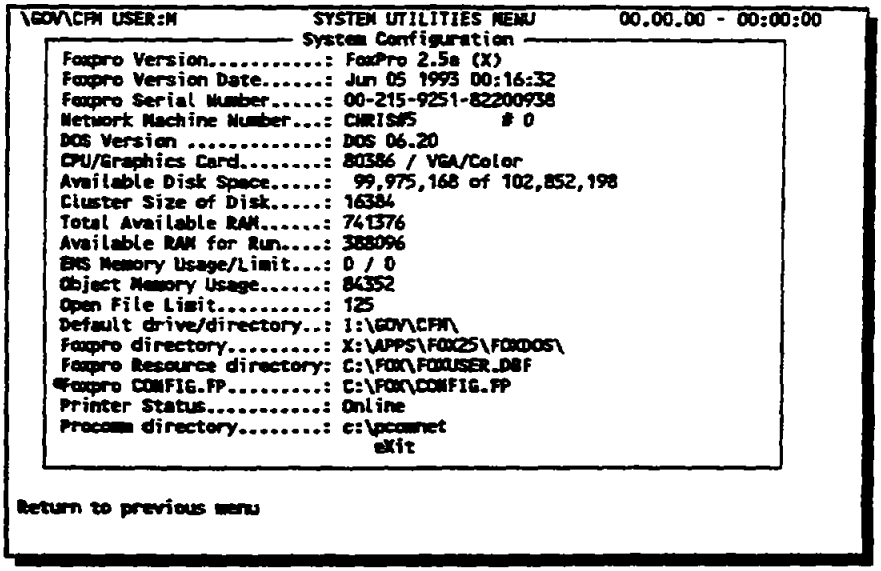


Figure 7-6. System Configuration Screen.

Note: Your screen may look different than the one above.

Using this information, the Field/Receiver Module installers and support personnel can correctly configure and debug problems with the Field/Receiver Module software. The system administrator can also use the "Available Disk Space" information as an aid in determining the need to archive GBLs to conserve space.

7.3.1 System Information Displayed

The following information is displayed based on the current disk and memory configuration of the Field/Receiver Module system.

Screen Label	Description
FoxPro Version	The release version of the FoxPro software installed on this machine. The CFM Field/Receiver Module will regularly be upgraded with more current releases of FoxPro as they become available.

Screen Label	Description
FoxPro Version Date	The date of release of this version of FoxPro. There are sometimes dated releases of the same version.
FoxPro Serial Number	The serial number of the FoxPro software installed on this machine. This is the serial number of the Runtime version and should never change.
Network Machine Number	If machine is on a Local Area Network (LAN), the node number of this machine. If machine is single user, the number is always 1.
DOS Version	The version of the DOS operating system that is installed on this machine. The Field/Receiver Module requires DOS Version 3.3 or higher to operate.
CPU/Graphics Card	The type of CPU installed on this machine - 80386 or 80486, and the type of graphics card installed on this machine. Problems with screen resolution, color, and positioning may be related to the type of graphics card.
Available Disk Space	The number of bytes of unallocated disk space available to the Field/Receiver Module on this disk of the maximum number of bytes on the hard disk.
Cluster Size of Disk	The size in bytes of the disk cluster for this hard disk.
Total Available RAM	Number of bytes of Random Access Memory (RAM) currently available for processing below the 640 K memory limit.
Available RAM for Run	Number of bytes of Random Access Memory (RAM) currently available to execute a call to DOS.
EMS Memory Usage/Limit	The number of bytes of Expanded Memory currently in use in K (1024 bytes) and the FoxPro EMS Memory limitation setting in K.
Object Memory Usage	The number of bytes of RAM currently in use by FoxPro to hold the Field/Receiver Module application objects.
Open File Limit	The DOS setting for the number of files that can concurrently be open. The Field/Receiver Module software requires this be set to a minimum of 90. This is set in the file "C:\CONFIG.SYS".
Default drive/directory	Location of the CFM Field/Receiver Module software.
FoxPro directory	Location of the FoxPro executable.
FoxPro Resource directory	Location and name of the FoxPro Resource Database file.

Screen Label	Description
FoxPro CONFIG.FP	Location and name of the FoxPro Runtime Configuration file.
Printer Status	Status of laser printer (either Online or Offline). It must be Online for the software to communicate with the laser printer.
Procomm Directory	Location of the Procomm software.

7.4 Password Maintenance

Press [4] on the System Utilities menu to perform Password Maintenance. The system will prompt you to enter a login and password. If the Super User login and password are entered, the you have access to Password Maintenance, otherwise you may change *only your password.* There is only one Super User for the system. The Super User is set up during installation of the Field/Receiver Module and is defined as Login "MTMC" and Password "MTMC".

Note: This is the password maintenance for the Field/Receiver Module only. Host logins and passwords are not affected.

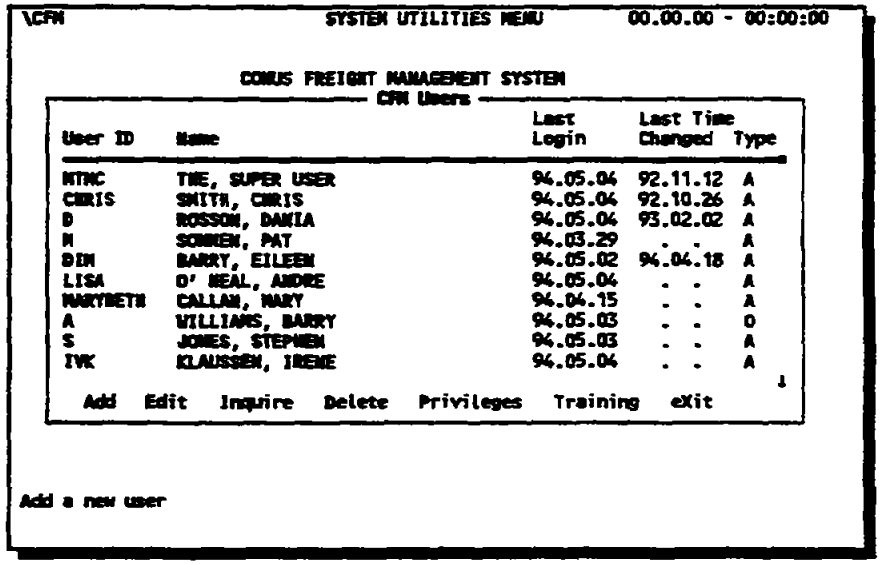


Figure 7-7. CFM Users List (Super User Login Only).

After having gained access to Password Maintenance using these codes, the system administrator should change the password to protect the system configuration. All users and their access privileges are defined through this process.

7.4.1 Columns Displayed

The following columns are displayed for each Field/Receiver Module user.

Screen Label	Description
User ID	The User ID of the highlighted user.
Name	The name of the highlighted user, last name first, first name last.
Last Login	The date the user last logged onto the system.
Last Time Changed	The last date the user changed his/her password.
Type	The account type for this user. A sees all shipments in the system, O sees only own shipments.

7.4.2 Menu Options

These menu options should be used to maintain the list of valid Field/Receiver Module users and to control their access to the functions of the Field/Receiver Module. By default, a new user has access privileges to every function except Password Maintenance.

Option	Description
Add	Adds a new user to the system.
Edit	Displays information about the highlighted user in edit mode. Note: take caution when editing the Super User account. This is the only account that has access to Password Maintenance.
Inquire	Displays information about the highlighted user, but does not allow editing.
Delete	Removes the highlighted user from the system.
Privileges	Changes the access privileges for the highlighted user.

Option	Description
Training	When the first "training user" is added, this menu option creates the necessary training databases. If the databases have already been created, it clears all information contained in "training" databases. The training databases are used during training, or when a user is first learning the system. Individual users can be set to use the training databases. Changes to the training databases do not affect the production (real shipment data) environment.
Exit	Returns to the System Utilities menu.

7.4.3 Training User Status

The **Training** menu option is new in IDP4. This menu option clears all data contained in the training databases. When a user is added as a "training user," (see below) the system redirects all shipment, TDR, and bill of lading data to a special training database area. Training users differ from live users in the following ways:

- Training users see a ***TRAINING*** designation at the top left corner of the screen.
- Training users do not have access to shipments on the "live" system. All training data is stored separately.
- Training users do not have privileges to delete reference file data.
- If a training user prints a bill of lading, a draft copy is generated (no BL number is assigned), but the system "thinks" that it has processed a standard copy of the BL. (The status code is updated as though a standard BL was printed.) A false BL number appears on the BL and is comprised of a percent sign (%) followed by the shipment System ID.
- If a training user prints a report, a **TRAINING** label is printed at the top of the page.

Training users' requests may be set to the CFM Host for processing or they may be processed locally by a Host simulation program. This is determined by the "Training Request Processed At" setting in the System Defaults. If this default is set to Local mode, shipment data will be processed by a Host simulation that is part of CFM. This simulation will "process" shipment requests and update shipment status codes. Shipment requests that are processed by the simulated Host will receive carrier rankings immediately (i.e., the status code will be updated from 2000 to 3000 with one "call").

7.4.4 Adding a User

Press [A] to add a user. All fields on the form are mandatory. Only the Super User can add data for a new user.

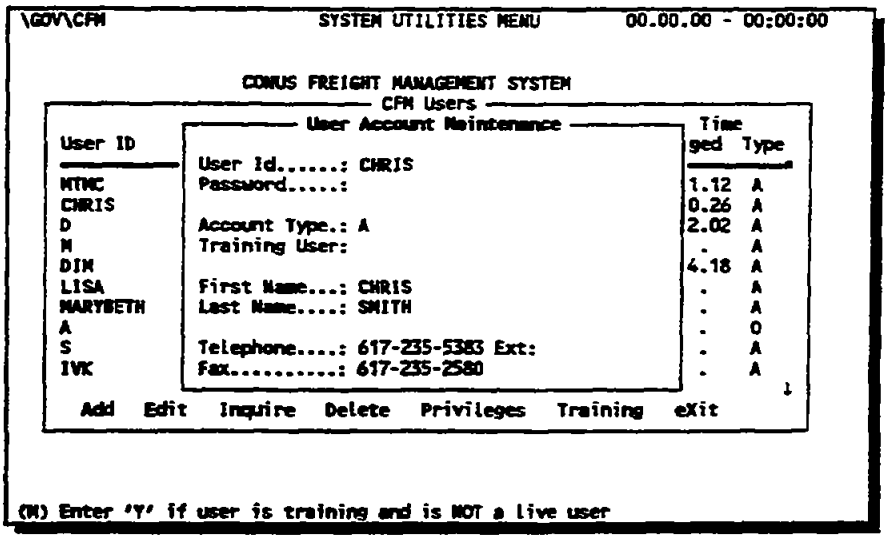


Figure 7-8. Add/Change a User.

.4.4.1 Fields Entered

The Super User must enter the following mandatory information about the user.

Screen Label	Description
User ID	There must be a unique code identifying each user. It may be up to 8 characters long. No spaces or special characters are permitted.
Password	There must be a password for each user. The text of the password is hidden from view while it is being entered and is not displayed.
Account Type	The type for this user: A = User can see *all* shipments in the system. O = User can see only his/her *own* shipments.

Screen Label	Description
Training User	This field can be set to a Y or an N. If set to Y, this user is considered "in training" and does not access the "live" shipment databases. Training users are also denied access to some functions, such as deleting data from reference files.
First Name	The first name of the user. This will be printed on the shipment request as the Requestor Name.
Last Name	The last name of the user. This will be printed on the Shipment Request as the Requestor Name and sent to the CFM Host as the point of contact for shipment information.
Telephone / Extension	The phone number and extension to contact this user. This will be printed on the Shipment Request as the Requestor Phone Number and sent to the CFM Host as the point of contact for shipment information.
Ext.	The extension number for this user's phone.
FAX	The FAX number to contact this user. This will be printed on the Shipment Request as the Requestor FAX Number and sent to the CFM Host as the point of contact for shipment information.

7.4.5 User Privileges

By default, every new user has access privileges to all menu options except Password Maintenance. To change the currently highlighted user's access to the Field/Receiver Module system, press P for **Privileges**. Using this process, the Super User can grant or deny access to any menu option for the current user. The screen displays the User ID at the top of the screen. A user's privilege to execute a particular menu option is established when logging in. Any changes made will not take effect until the next login.

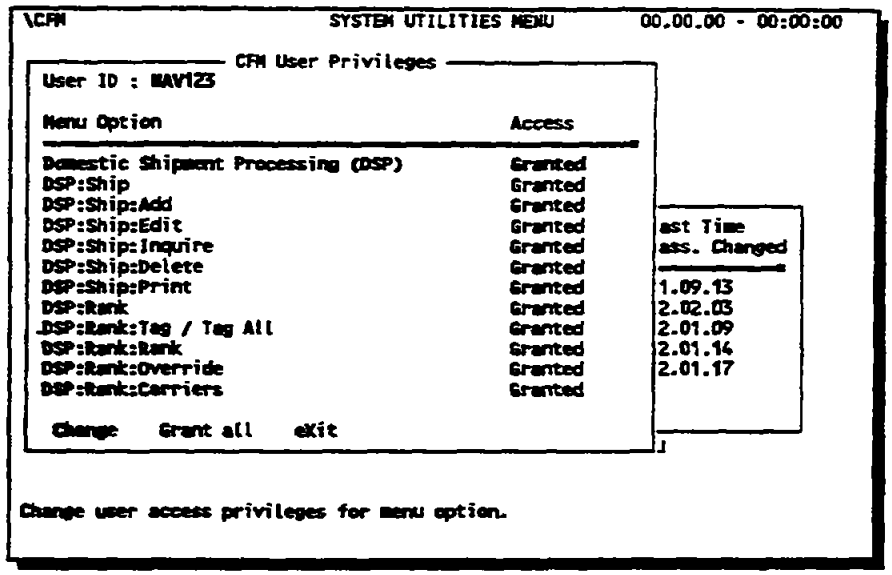


Figure 7-9. CFM User Privileges screen.

7.4.5.1 Columns Displayed

The following columns are displayed for each of the menu options in the Field/Receiver Module system.

Screen Label	Description
Menu Option	The menu option as displayed on the vertical or ring menu. Parent menus are listed in abbreviated form before the actual menu option (i.e., DSP:Ship:Add is the Add option on the Ship:Shipment Request Entry List ring menu on the DSP:Domestic Shipment Processing List ring menu).
Access	The current access status for this user and this menu option (either Granted or Denied).

Note: *Training users do not have privileges in certain areas. If the user information specifies a Y in the Training User field, this user will not have the ability to delete reference files. The Super User can check a user's privileges using the Privilege menu option. The Super User can also grant training users (or others) privileges to any area that is currently denied.*

7.4.5.2 Menu Options

The Super User can grant or deny access to a menu option by highlighting that option and pressing C. The Super User grants access to all menu options by pressing G.

Option	Description
Change	Toggles the access privilege between Granted and Denied for the highlighted menu selection.
Grant All	Changes the access privilege on all menu selections (except Password Maintenance) to Granted for this user.
Exit	Returns the user to the CFM Users List.

7.5 Printer Maintenance

Press [5] from the **System Utilities** menu to perform **Printer Maintenance**. Figure 6-10 shows the Printer Maintenance submenu.

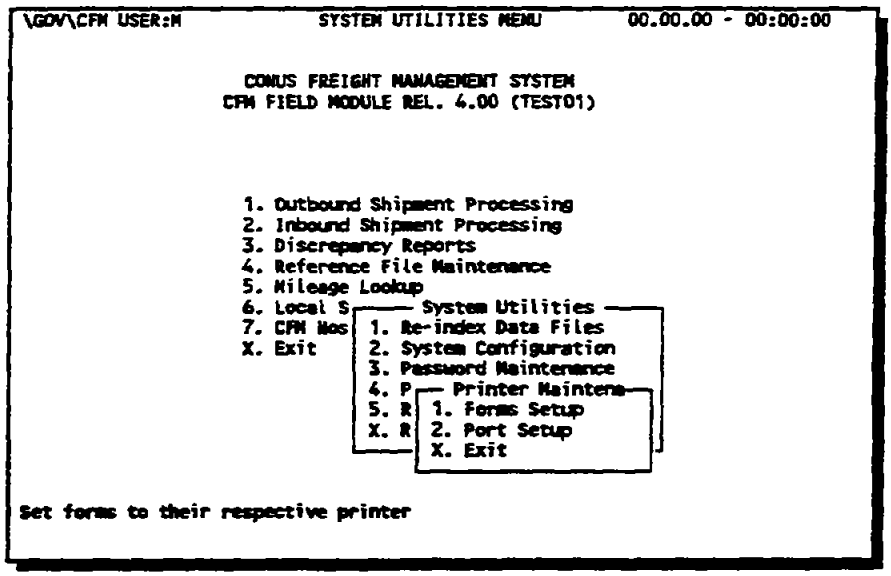


Figure 7-10. Printer Maintenance Submenu.

7.5.1 Forms Setup

Press [1] from the Printer Maintenance submenu to set up your forms. This option is designed so that you can select a particular printer for each of the CFM reports.

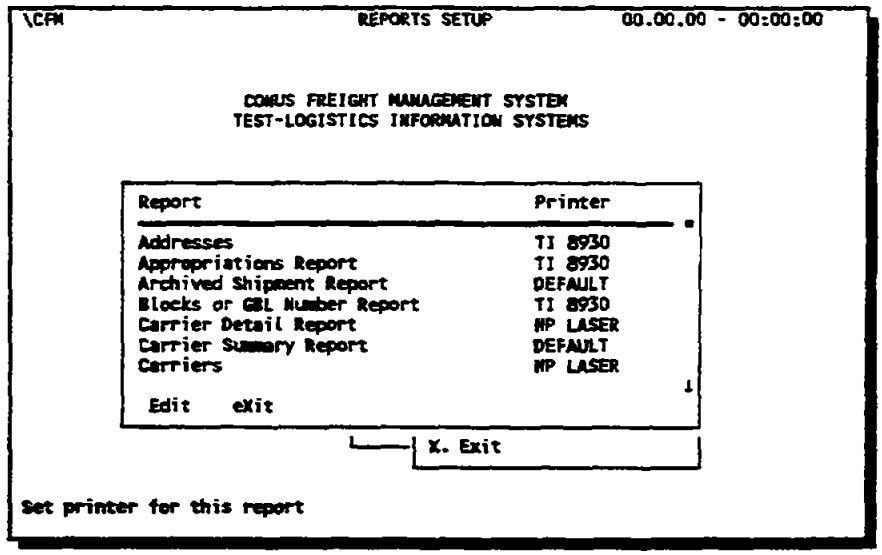


Figure 7-11. Forms Setup Window.

7.5.1.1 Columns Displayed

Screen Label	Description
Report	The CFM report.
Printer	The printer selected for the report.

7.5.1.2 Menu Options

Screen Label	Description
Edit	Change the printer associated with the highlighted report.
Exit	Return to the Printer Maintenance window.

7.5.1.3 Editing a Printer Setup

To edit a printer setup, highlight the desired report and press [E] to edit. A pop-up window with a choice of printers will be displayed. Highlight the desired printer, then press [Enter]. You will see your change displayed in the Forms setup window.

7.5.2 Port Setup

To select the ports for each of your printers, press [2] from the Printer Maintenance submenu. The screen shown in Figure 6-12 will then be displayed. This screen allows you to add a printer definition, edit a printer definition, set up a default printer, and delete a printer definition. This includes setting up the type of printer, as well as the type of printer, and the port to which it is connected.

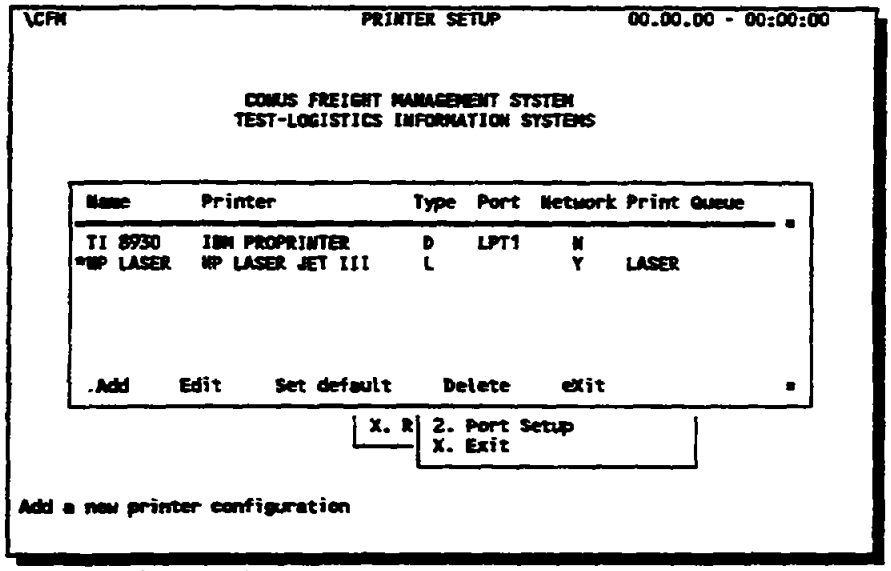


Figure 7-12. Port Setup Form.

7.5.2.1 Columns Displayed

Screen Label	Description
Name	The short name for the printer.
Printer	The full name of the printer driver.

Screen Label	Description
Type	Type of printer: L = laser printer D = Dot matrix printer.
Port	If this is *not* a network printer, the port to which it is attached.
Network	Y indicates a network printer, N indicates non-network printer.
Print Queue	If this is a network printer, the queue with which it is associated.

7.5.2.2 Menu Options

Option	Description
Add	Adds a port/printer setup.
Edit	Edits an existing port/printer setup.
Set Default	Sets the currently highlighted port/printer setup as the default.
Delete	Deletes a port/printer setup.
Exit	Returns to the Printer Maintenance menu.

7.5.2.3 Adding a Port/Printer Setup

Press [A] to set up a new port/printer. The screen shown in Figure 6-13 will be displayed.

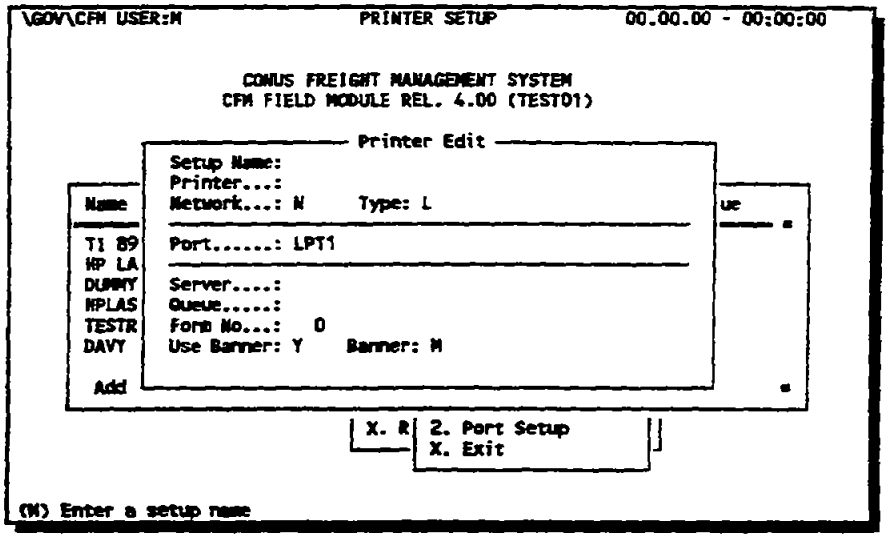


Figure 7-13. Adding a Printer Setup.

7.5.2.3.1 Data Elements

Enter the following data elements to set up a printer configuration.

Screen Label	Description
Setup Name	Enter a short name for the printer.
Printer	Enter the full name of the printer driver. A pick list is available for this field.
Network	Enter a Y to indicate a network printer, an N to indicate a non-network printer.
Type	Enter the type of printer: L = laser printer D = Dot matrix printer.
Port	If this is *not* a network printer, enter the port to which it is attached. LPT1 is the most commonly used port, but if you are not sure, ask your system administrator which port to use for your printer.
Server	If this is a network printer, enter the name of the network server to which it is attached.

Screen Label	Description
Print Queue	If this is a network printer, enter the queue with which it is associated. If you are not sure, ask your system administrator.
Form No.	If this is a network printer, enter the queue network form number.
Use Banner	If this is a network printer, enter Y to print a banner before each job, an N to not print a banner.
Banner	Enter the banner name you wish to appear on the banner.

When you have finished entering data, you will be prompted to save the current printer information. Make sure that <Yes> is highlighted, and press Enter. You will be returned to the Port Maintenance window, where your new setup will be displayed.

7.6 Recover Disk Space

Press [6] from the System Utilities menu to execute the **Recover Disk Space** option. This option is similar to the Re-Index Data Files option but it does not require the user to identify which files are to be rebuilt. It checks each database file for the existence of records marked for deletion. If no deleted records are found, it does not rebuild the file.

If deleted records are found, it performs the following process:

- The program copies the contents of the database file to a temporary area, removing deleted records as it copies. Removing deleted records recovers disk space on the PC for other uses and decreases the time the system takes when searching for data.

- The program then copies the data back to the database, validating as it copies.

- After successful validation, it rebuilds any index files associated with the database. Index files are FoxPro DBMS's way of allowing fast access to data in the file.

The Super User should run **Recover Disk Space** at least once a week. The system will perform more efficiently when the database and index files contain only undeleted data.

7.7 Diagnostics

Press [7] from the System Utilities menu to display the System Diagnostics submenu, shown below. This menu allows you to access diagnostic functions which you may be asked to use when you call for technical support.

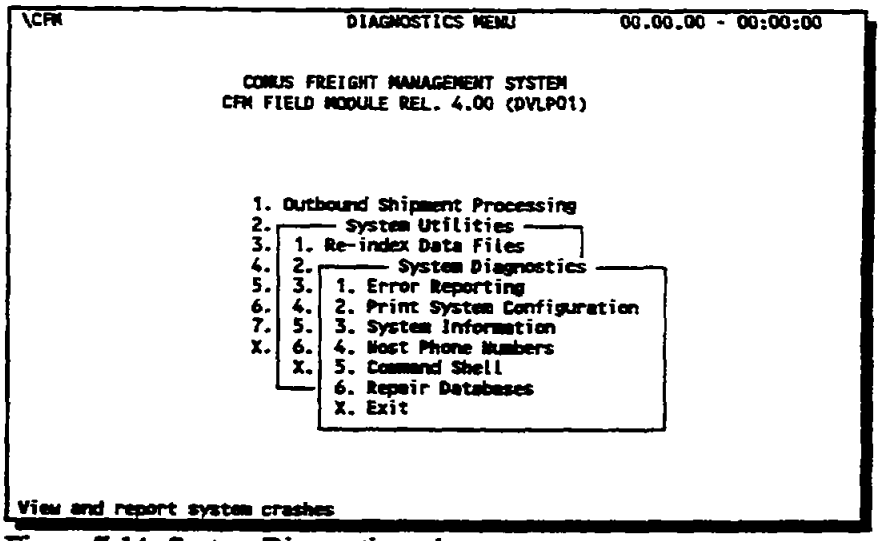


Figure 7-14. System Diagnostics submenu.

7.7.1 Menu Options

The following menu options are available from the System Diagnostics submenu.

Option	Description
1. Error Reporting	Displays a list of system crashes. You can tag any or all of the incidents for reporting.
2. Print System Configuration	Prints and/or displays on the screen the system AUTOEXEC.BAT or CONFIG.SYS files for technical support.
3. System Information	Accesses Info+ for information on all computer functions.
4. Host Phone Numbers	Allows you to edit the ProComm phone numbers for connection to the Host system.

Option	Description
5. Command Shell	Allows access to the database command line shell. The support technician will give you a password to access this function.
6. Repair Databases	Performs low-level repairs and validation on all databases.

7.7.2 Error Reporting

Press [1] from the **System Diagnostics** submenu to view information on system errors that have occurred. The screen shown below will be displayed.

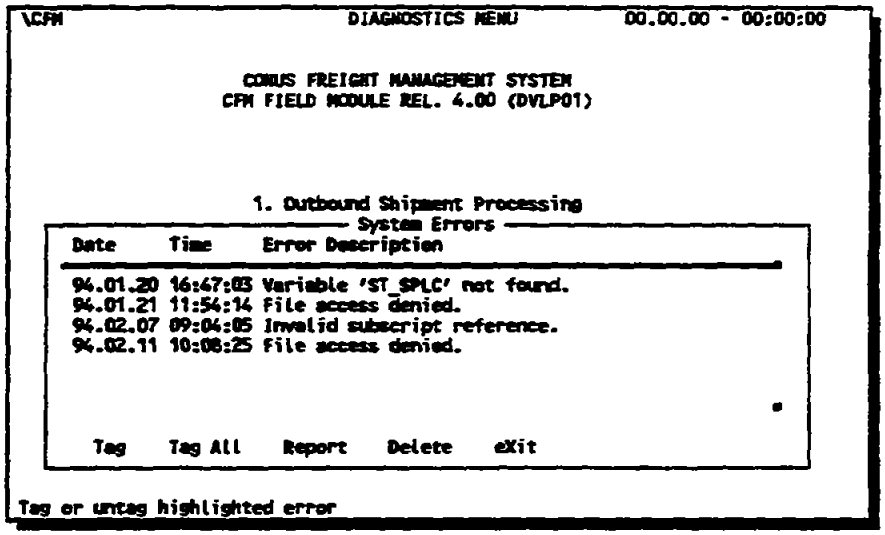


Figure 7-15. System Errors window.

7.7.2.1 Columns Displayed

The following columns of data are displayed for each system error.

Screen Label	Description
Date	The date the error occurred (YY.MM.DD).
Time	The time the error occurred.
Error Description	A description of the error.

7.7.2.2 Menu Options

The following menu options are available from the System Errors window.

Option	Description
Tag	Acts as a toggle to tag or untag the currently highlighted error record for reporting or deletion.
Tag All	Acts as a toggle to tag or untag all error records for reporting or deletion.
Report	Creates a report on tagged error records. This report can be sent to the screen, printer, or both.
Delete	Deletes tagged error records.

7.7.2.3 Tagging Error Records

Press [T] to tag an error record for reporting or deletion. Pressing [T] again will untag a record that was previously tagged.

7.7.2.4 Tagging All Error Records

Press [A] to tag all error records for reporting or deletion. Pressing [A] again will untag all records.

7.7.2.5 Creating a System Errors Report

To create a report on any or all of the system errors, tag the desired error records, then press [R]. You will be asked to choose whether you would like to view the report on the screen, send it to the printer, or both.

Press [1] to view the report on your screen.
Press [2] to send a copy of the report to the printer.
Press [3] to view the report on your screen and send a copy to the printer.
Press [X] to return to the System Errors window.

7.7.2.6 Deleting an Error Record

To delete any or all of the system error records, tag the desired records, then press [D]. You will be asked to confirm the deletion. Press [Y] to delete the records. Press [N] to cancel the deletion.

7.7.3 Printing or Viewing System Configuration

Press [2] from the **System Diagnostics** menu to print or view your autoexec.bat or config.sys files. You will be asked to choose which file you would like to access. Press [1] to print or view your autoexec.bat file. Press [2] to print or view your config.sys file. Press [X] to return to the **System Diagnostics** submenu. You will then be asked to choose whether you would like to view the file on your screen, send a copy to the printer, or both.

Press [1] to view the file on your screen.
Press [2] to send a copy of the file to the printer.
Press [3] to view the file on your screen and send a copy to the printer.
Press [X] to return to the **System Diagnostics** menu.

7.7.4 System Information

Press [3] from the **System Diagnostics** submenu to access **Info+** for system information. The screen shown below will then be displayed. If it is necessary to use **Info+**, you will be given instructions on how to use it by the support technician.

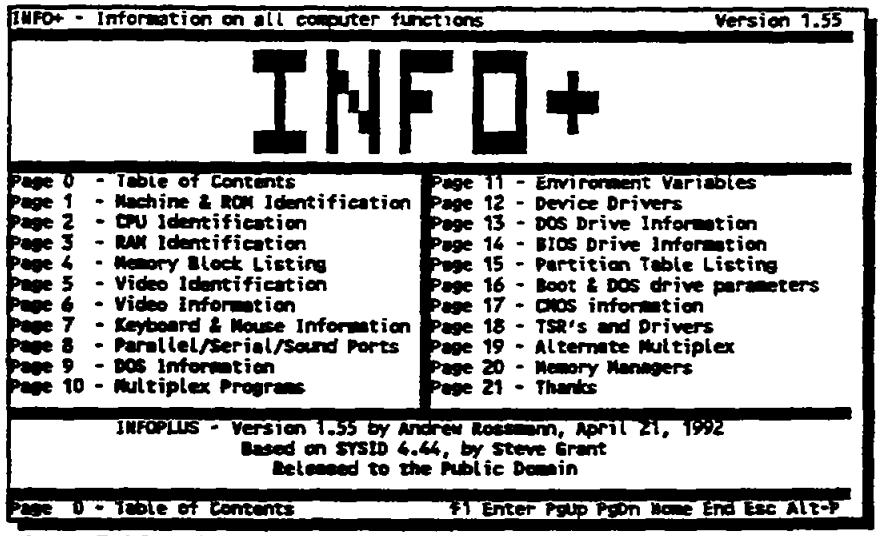


Figure 7-16. Info+ screen.

7.7.5 Editing Host Phone Numbers

Press [4] from the **System Diagnostics** submenu to edit the ProComm phone numbers for connection to the Host system. The screen shown below will be displayed.

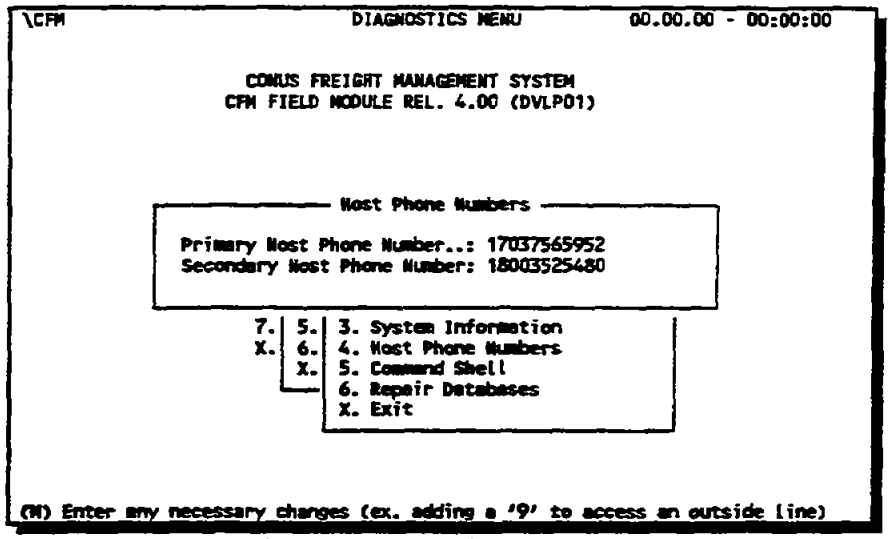


Figure 7-17. Host Phone Numbers window.

To edit the phone numbers, place the cursor in the appropriate field and make your changes. Press [Enter] when you have finished.

7.7.6 Command Shell

Press [5] from the **System Diagnostics** submenu to run the database command line shell. A password is required to access this function. If it is necessary to use the command line shell, a password and instructions for its use will be given to you by the support technician.

7.7.7 Repairing Databases

Press [6] from the **System Diagnostics** submenu to perform low-level repairs on database structures. You will be asked to confirm that you would like to repair the databases. Press [Y] to continue with repairs. Press [N] to cancel.

8.0 Host System Utilities

New in CFM Version 4.0 is the ability to access a set of Host Utilities. Press 7 on the CFM Main Menu to access Host Utilities. The screen shown below will then be displayed.

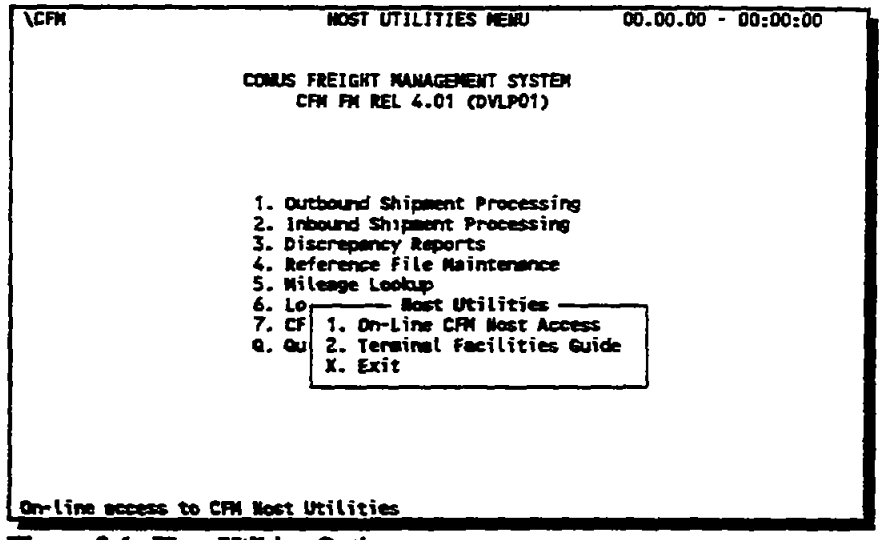


Figure 8-1. Host Utilties Options.

Option 1 allows access to:

- Master File Reports
- Tender View
- Rating and Ranking Analysis
- Completed Shipment Information

Option 2 allows access to the Terminal Facilities Guide.

8.1 Online CFM Host Access

To select Online CFM Host Access, press [1] from the Host Utilities submenu. After selecting this option, you will be asked if you would like to call the Host. If you would like to proceed, highlight <Yes>. The CFM Field Module will then connect to the Host system. You should log on as you normally do.

After connecting to the Host, the menu displayed in Figure 8-2 will be displayed.

```
                    CONUS Freight Management System
                     *** Field Module User Menu ***




                  -> 1. Master File Reports
                     2. Tender View
                     3. Rating/Ranking Analysis
                     4. Completed Shipment Information
                     5. Logoff




                                Enter Selection [1 ]
Enter Selection Number and Press <CR>
```

Figure 8-2. Host Utilties Main Menu.

8.1.1 Master File Reports

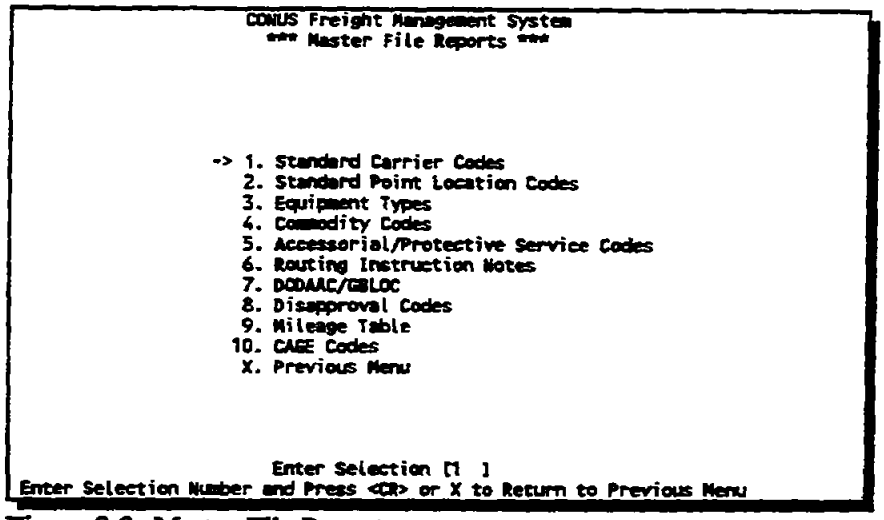


Figure 8-3. Master File Reports.

Master File Reports are listings of the various master or reference files. Each report in the Master File reports function has a one-to-one relationship with the corresponding Master File Maintenance function with the exception of Routing Instruction Notes and Mileage Table reports. A brief description of these two capabilities are listed below.

- Routing Instruction Notes (RINs)—facilitates the processing and issuance of Domestic Route Orders (DROs) and lets routing authorities transmit codes for shipper activities instead of long written instructions.

- Mileage Table—displays or prints mileage information between two different SPLCs in the CFM database.

If an excessively long report is requested accidentally, contact the CONUS Freight Management (CFM) Help Hot Line, (703) 696-8770 to terminate the report. Do NOT log off or reset your terminal in an attempt to stop the report.

Accessing the Master File Reports Function

At the All Facilities Menu, select **2. Master File Reports** and press Return. The Master File Reports menu (Figure 8-3) displays. There are ten available reports to select. Each report is described in detail in the following sections.

Select the number of the desired report and press Return or type X to return to the All Facilities menu.

8.1.1.1 Standard Carrier Codes

The Standard Carrier Codes function generates a report of all SCAC information. The SCAC may be entered either in its entirety or with a portion of the carrier's name. When the SCAC is unknown and a portion of the carrier's name is entered, the system searches for names containing the entered text. A sorted list of SCACs and carrier names display. The report contains the SCAC, carrier's name, address, contact person, telephone number, and a flag for minority carriers. An option to include the tenders is available. All reports can be printed or displayed.

When **1. Standard Carrier Codes** is selected from the Master File Maintenance menu, the Standard Carrier Codes explanation screen (Figure 8-4) displays with the following prompt:

```
Continue     EXit                                                    [ ]
Enter menu selection
```

```
                        CONUS Freight Management System
--------------------------------------------------------------------------------

                              STANDARD CARRIER CODES

        The Standard Carrier Codes function generates a report of all
      SCAC information. The SCAC may be entered in its entirety or a
      portion of the carrier's name may be entered. When the SCAC is
      unknown and a portion of the carrier's name is entered, the system
      will search for carrier names containing the entered text. A
      sorted listing of SCACs and carrier names will be displayed. The
      report contains the SCAC, carrier's name, address, contact person,
      telephone number, and the flag for minority carriers. An option
      to include the tenders in the report is also available. All
      reports may be printed or displayed on screen as desired.




--------------------------------------------------------------------------------
Continue     EXit                                                        [ ]
Enter menu selection
```

Figure 8-4. Standard Carrier Codes Explanation Screen

1 Type C to continue with the Standard Carrier Codes process. The following prompt displays:

```
Continue     EXit                                    SCAC, N, or A? [    ]
Enter carrier code, "N" for carrier's name, or "A"ll
```

A report is generated based on a SCAC, carrier name, or all carriers.

a To receive a report for a specific SCAC, type the two-to-four character SCAC. If less than four characters are entered, press **Return**. The following prompt displays:

```
Continue     EXit                                              P or S? [ ]
Send report to printer or screen?
```

Continue with step 1d.

b To receive a report based on a carrier's name, type N, and press **Return**. The following prompt displays:

```
Continue    EXit                                  Ln#, N, P, T, or <CR> [ ]
Enter Ln#, "N"ext page, "P"revious page, "T"op, or <CR> to exit
```

The Ln# option is used to select a specific carrier. Type the one to two character line number corresponding to the desired carrier. If less than two characters are entered, press **Return**. The following prompt displays:

```
Continue    EXit                                                Y or N? [Y]
Is "XXXX" the SCAC you wish to select?
```

To move within the report type the following options; N continues to next page; P views previous page; T moves to top of page, and <CR> exits processing.

Type N if this is not the desired SCAC. The previous prompt displays. Press **Return**, the following prompt displays:

```
Continue    EXit                                                P or S? [ ]
Send report to printer or screen
```

Continue with step 1d.

c To receive a report including all carriers, type A and press **Return**. The following prompt displays:

```
Continue    EXit                                                P or S? [ ]
Send report to printer or screen
```

If the desired SCAC is not listed, type N and return to step 1. If the desired SCAC is listed, press **Return**.

d Type S to view the report. The following prompt displays:

```
Continue    EXit                                                Y or N? [N]
Do you wish to include the tenders in the report?
```

If the tenders are not to be included in the report, press **Return**. A message displays indicating no SCAC record was selected. Press **Return**. The menu selection prompt displays.

Type Y to include tenders in the report. To view subsequent screens, press **Return**. Pressing **Return** on the last screen of the report, or typing Ctrl-X on any page, displays the Standard Carrier Codes explanation screen.

Type P to generate and print the Standard Carrier Codes list. Press **Return** to display the Standard Carrier Codes explanation screen.

A complete Standard Carrier Codes list includes today's date and page number in the upper-right corner. A sample Standard Carrier Codes List report is provided in Figure 8-5 without tenders.

Type X to exit the screen. The Motor File Reports menu displays.

2 Type X to exit and return to the Master File Reports menu.

```
                          CONUS Freight Management                    Date: 23 NOV 1992
DOUGT                     STANDARD CARRIER CODES LIST                 Page:    1
                               Carrier Code: XXXX

SCAC Carrier Name and Address..... Contact ..... Telephone.... Min

AAAA SAMPLE TRUCK LINE INC                                          (800)550-0000
   0000 SAMPLE AVENUE SUITE000
     CITY, ST 00000

<CR> to Continue or CTRL-X to terminate the listing
```

Figure 8-5. Standard Carrier Codes List Report

8.1.1.2 Standard Point Location Codes

The SPLCs function displays or prints SPLC information stored in CFM's database. SPLC information is reported individually, by state, or by zone. The report includes the SPLC's state, city, and county. All reports can be printed or displayed.

When **2. Standard Point Location Codes** is selected from the Master File Maintenance menu, the Standard Point Location Codes explanation screen (Figure 8-6) displays with the following prompt:

```
Continue     EXit                                                    [ ]
Enter menu selection
```

```
                        CONUS Freight Management System
--------------------------------------------------------------------------------


                          STANDARD POINT LOCATION CODES

      The Standard Point Location Codes function displays or
   prints SPLC information stored in the CFM database.  SPLC
   information may be reported individually, by state, or by
   zone.  The report will include the SPLC's state, SPLC's city,
   and the SPLC's county.  All reports may be printed or
   displayed on screen as desired.









--------------------------------------------------------------------------------
Continue     EXit                                                    [ ]
Enter menu selection
```

Figure 8-6. Standard Point Location Codes Explanation Screen

1 Type **C** to continue with the Standard Point Location Codes report process. The following prompt displays:

```
Continue     EXit                          SPLC, STATE, or ZONE? [          ]
Enter 9-digit SPLC, state abbreviation, or zone
```

A report is generated based on a SPLC, state code, or zone code.

a Type the nine-digit SPLC to produce a report by SPLC and press **Return**. The following prompt displays:

```
Continue     EXit                                          Y or N ?   [Y]
Is this the correct SPLC?
```

Type **N** if the information is incorrect. The previous prompt redisplays. Press **Return** if information is correct and continue with step 1d.

If a partial SPLC is entered, the SPLC by SPLC Number list displays with the following prompt:

```
Fwd     Back     Select     EXit                                        [ ]
Enter menu selection
```

Type S to select the desired SPLC. The following prompt displays:

```
Fwd    Back    Select    EXit                                    [ ]
Select number
```

Type the number corresponding to the SPLC. If less than two digits are entered, press **Return**. Continue with step 1d.

b Type the two character state/province code to produce a report by state and press **Return**. Continue with step 1d. If the entered code is incorrect, an error message will display requesting the correct information.

c Type the three alphanumeric zone code to produce a report by zone and press **Return**. The following prompt displays:

```
Continue    EXit                                          P or S? [ ]
Send report to printer or screen
```

d Type S to view the report. To view subsequent screens, press **Return**. Pressing **Return** on the last screen of the report, or typing Ctrl-X on any page, displays the Standard Point Location Codes explanation screen.

Type P to generate and print the Standard Point Location Codes report. Press **Return** to display the Standard Point Location Codes explanation screen. A sample Standard Print Location Codes list report is provided in Figure 8-7.

2 Type X to exit the screen. The Master File Reports menu displays.

```
DOLIST                STANDARD POINT LOCATION CODES LIST        Page:    1

SPLC..... ST. City.............................. County.....................

2600000000 DC  WASHINGTON                       DISTRICT

<CR> to Continue or CTRL-X to terminate the listing
```

Figure 8-7. Standard Point Location Codes List Report

8.1.1.3 Equipment Types

The Equipment Types function generates a report of a group or all equipment on file. The report contains the equipment group, codes, descriptions, and date the report was created. All reports may be printed or displayed.

When 3. Equipment Types is selected from the Master File Maintenance menu, the Equipment Types explanation screen (Figure 8-8) displays with the following prompt:

```
Continue     EXit                                                    [ ]
Enter menu selection
```

```
                        CONUS Freight Management System
------------------------------------------------------------------------------

                                EQUIPMENT TYPES

        The Equipment Types function generates a report of a group
      of equipment or all equipment on file.  The report contains the
      equipment group, equipment codes, their descriptions, and the
      date the report was created.  All reports may be printed or
      displayed on screen as desired.

------------------------------------------------------------------------------
Continue     EXit                                                       [ ]
Enter menu selection
```

Figure 8-8. Equipment Types Explanation Screen

1 Type C to continue with the Equipment Types report process. The following prompt displays:

```
Continue     EXit                                    Group or <CR>? [  ]
Enter equipment group (e.g., "AV", "A1", or "A") or <CR> for all
```

a Press Return to produce a report for all groups.

Type a specific group code and press Return to produce a report for a specific equipment group. The following prompt displays:

```
Continue     EXit                                              P or S? [ ]
Send report to printer or screen
```

b Type S to view the report. To view subsequent screens, press Return. Pressing Return on the last screen of the report, or typing Ctrl-X on any page, displays the Equipment Types explanation screen.

Type P to generate and print the Equipment Types Codes report. Press Return to display the Equipment Types explanation screen. A sample Equipment Types list report is provided in Figure 8-9.

2 Type X to exit the screen. The Master File Reports menu displays.

```
                          CONUS Freight Management          Date: 10 FEB 1993
DOUGT                       EQUIPMENT TYPES LIST            Page:    1
                            Equipment Type: ALL

EQUIPMENT.      Description.....................


AA1             VAN, AIR RIDE, 30 FT AND LESS
AA2             VAN, AIR RIDE, 31 - 40 FT
AA3             VAN, AIR RIDE, OVER 40 FT
AB0             LOWBOY,LEVEL DECK,10 AXLES AND OVER
AB2             LOW BOY, LEVEL DECK, 2 AXLES
AB3             LOW BOY, LEVEL DECK, 3 AXLES
AB4             LOW BOY, LEVEL DECK, 4 AXLES
AB5             LOW BOY, LEVEL DECK, 5 OR MORE AXLE
AB6             LOW BOY, LEVEL DECK, W/OUT RIGGERS,
AB7             LOWBOY. LEVEL DECK, 7 AXELS
AB9             LOWBOY, LEVEL DECK, 9 AXELS
AC2             EXPANDABLE LOW-BED TRAILER, 2 AXLES
AC3             EXPANDABLE LOW-BED TRAILER, 3 AXLES
AC4             EXPANDABLE LOW-BED TRAILER, 4 AXLES
AD1             DROMEDARY 82"L X 53 1/2"H X 52"W, 1
AD2             DROMEDARY, 88"L X 60"H X 60"W, 155
<CR> to Continue or CTRL-X to terminate the listing
```

Figure 8-9. Equipment Types List Report

8.1.1.4 Commodity Codes

The Commodity Codes function generates a report of individual, group, or all commodities on file. For the all commodities option, the report is generated for all MFC, UFC, DOD Unique, or bulk liquid commodities. All reports may be printed or displayed.

When **4. Commodity Codes** is selected from the Master File Maintenance menu, the Commodity Codes explanation screen (Figure 8-10) displays with the following prompt:

```
Continue     EXit
Enter menu selection
```

```
                    CONUS Freight Management System
--------------------------------------------------------------------------------


                              COMMODITY CODES

        The Commodity Codes function generates a report
      of individual, a group, or all commodities on file.  For
      the all commodities option, the report can be generated for
      all MMFC, UFC, or bulk petroleum commodities.  All reports
      may be printed or displayed on screen as desired.









--------------------------------------------------------------------------------
Continue     EXit                                                          [ ]
Enter menu selection
```

Figure 8-10. Commodity Codes Explanation Screen

1 Type **C** to continue with the Commodity Codes report process. The following prompt displays:

```
Continue     EXit                                          G, I, or A? [ ]
Enter "G"roup commodity, "I"ndividual commodity, or "A"ll?
```

A report is generated for a group or individual or for all commodities.

a Type **G** to produce a report for a group commodity. The following prompt displays:

```
Continue     EXit                                                CODE? [ ]
Enter commodity group
```

Type the commodity group number and press **Return**. Continue with step 1d.

b Type **I** to produce a report for an individual commodity. The following prompt displays:

```
Continue     EXit                                                CODE? [ ]
Enter individual commodity
```

Type the individual commodity code and press **Return**. Continue with step 1d.

c Type **A** to produce a report including all commodities. The Commodity Codes menu (Figure 8-11) displays with the following prompt:

```
Continue     EXit                                          NUMBER? [ ]
Enter report type (1 - 3)
```

```
                    CONUS Freight Management System
-------------------------------------------------------------------------------

                              COMMODITY CODES

                    1.  National Motor Freight Classification (NMFC)

                    2.  Uniform Freight Classification (UFC)

                    3.  Bulk Petroleum

-------------------------------------------------------------------------------
Continue     EXit                                                 NUMBER? [ ]
Enter report type (1 - 3)
```

Figure 8-11. Commodity Codes Function Menu

Type the number of the desired report.

d The following prompt displays:

```
Continue     EXit                                          P or S? [ ]
Send report to printer or screen
```

Type **S** to view the report. To view subsequent screens, press **Return**. Pressing **Return** on the last screen of the report, or typing **Ctrl-X** on any page, displays the Commodity Codes explanation screen.

Type **P** to generate and print the Commodity Codes report. Press **Return** to display the Commodity Codes explanation screen.

A sample NMFC Commodity Codes list report is provided in Figure 8-12.

2 Type **X** to exit the screen. The Master File Reports menu displays.

```
                        CONUS Freight Management                    Date: 10 FEB 1993
DOUGT                        NMFC CODES LIST                        Page:    1

CODE.. SUB Description..... Expire.. NMFC/UFC GROUP. FAK.....
                            Date      Xref

002080     ACIDS GROUP                          U02085
004120  01 ACIDS ELECTROLYTE                    U02220 002080   999913
           CONTAINING NOT TO EXCEED
           47 PERC
           ENT SULPHURIC ACID IN
           INNER CONTAINERS IN
           BARRELS
           OR BOXES OR IN PLASTIC
           CAR-BOYS OR PACKAGE 278
004120  02 ELECTROLYTE CONTAINING               U02220 002080   999913
           NOT TO EXCEED 47 PERCENT
           SU
           LPHURIC ACID IN CARBOYS
           OTHER THAN PLASTIC
           CARBOYS
<CR> to Continue or CTRL-X to terminate the listing
```

Figure 8-12. NMFC Commodities Codes List Report

8.1.1.5 Accessorial/Protective Service Codes

The Accessorial/Protective Service Codes function generates a report based on individual or all services on file. The report contains the service code, level, mode descriptor, type, description, and the rule number that pertains to the code. All reports may be printed or displayed.

When **5. Accessorial/Protective Service Codes** function is selected from the Master File Maintenance menu, the Accessorial/Protective Service Codes explanation screen (Figure 8-13) displays with the following prompt:

```
Continue    EXit                                                    [ ]
Enter menu selection
```

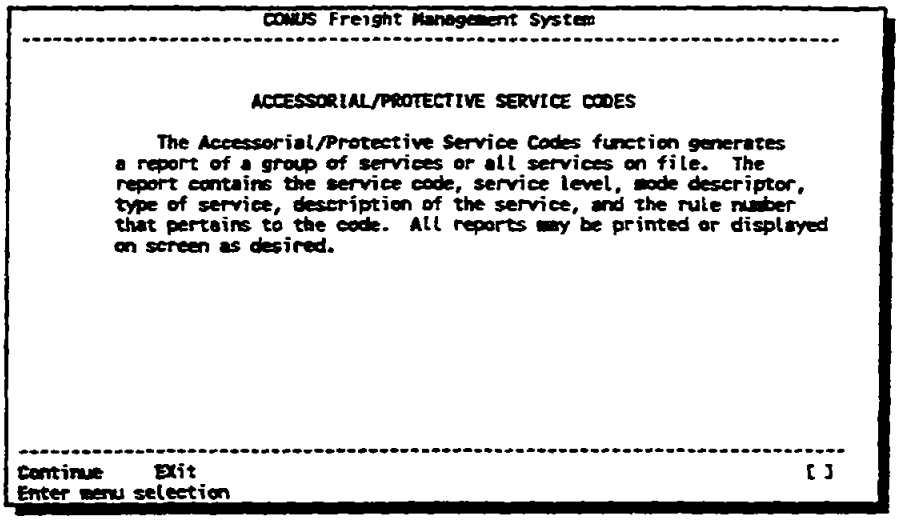


Figure 8-13. Accessorial/Protective Services Codes Explanation Screen

1 Type C to continue with the Accessorial/Protective Service Codes report process. The following prompt displays:

```
Continue     EXit                                    Code or A? [  ]
Enter 2-letter service code or "A"ll
```

a To receive a report for a particular service, type a specific service code. If less than two letters are entered, press Return. Type A to receive a report for all services. The following prompt displays:

```
Continue     EXit                                    P or S? [ ]
Send report to printer or screen
```

b Type S to view the report on screen. To view subsequent screens, press Return. Pressing Return on the last screen of the report, or typing Ctrl-X on any page, displays the Accessorial/Protective Service Codes explanation screen.

Type P to generate and print the Accessorial/Protective Service Codes report. Press Return to display the Accessorial/Protective Service Codes explanation screen.

A sample Accessorial/Protective Service Codes list report is provided in Figure 8-14.

2 Type X to exit the screen. The Master File Reports menu displays.

```
                          CONUS Freight Management              Date: 03 JUN 1994
AT4TEIN100      ACCESSORIAL/PROTECTIVE SERVICE CODES LIST        Page:    1
                              Service Code: ALL

Service Trans..... A=Acc. Description ..................................... Rules
Level    Mode       P=Prot                                                  Nbr

        OTHER                                                               7
        B Bulk       A      NEW SERVICE                                    1000
        B Bulk       A      ADVANCING CHARGES, (Bulk Liquid)               315
        B Bulk       A      ALLOWANCES (Bulk Liquid) rule 320              320
        B Bulk       A      CLEANING SERVICE, (Bulk Liquid) item 336       336
        B Bulk       A      VEHICLES WITH POWER UNITS (Bulk Liquid)        360
        B Bulk       A      VEHICLES W/OUT POWER UNITS (Bulk Liquid)       355
        B Bulk       A      EQUIPMENT HOSE (Bulk Liquid)                   375
        B Bulk       A      EXPIDITED SERVICE (Bulk Liquid)                110
        B Bulk       A      ADVANCE LOADING SERVICE (Bulk Liquid)          310
        B Bulk       A      PICKUP-DELIVERY SATURDAY,SUNDAY,HOLIDAY        435
        B Bulk       A      PUMPING EQUIPMENT CHARGE (Bulk Liquid)         427
        B Bulk       A      RECONSIGNMENT OR DIVERSION (Bulk Liquid)       180
        B Bulk       A      REDELIVERY CHARGES (Bulk Liquid)               455
        B Bulk       A      STORAGE CHARGES (Bulk Liquid)                  485
        B Bulk       A      STOP-OFF IN TRANSIT (Bulk Liquid)              480
<CR> to Continue or CTRL-X to terminate the listing
```

Figure 8-14. Accessorial/Protective Service Codes List Report

8.1.1.6 Routing Instruction Notes

The RINs function displays or prints RINs information stored in the database. All RINs code information or individual instructions are reported. The report includes the RINs Id and instruction notes. All reports may be printed or displayed.

When **6. Routing Instruction Notes** function is selected from the Master File Maintenance menu, the Routing Instruction Notes explanation screen (Figure 8-15) displays with the following prompt:

```
Continue     EXit                                                    [ ]
Enter menu selection
```

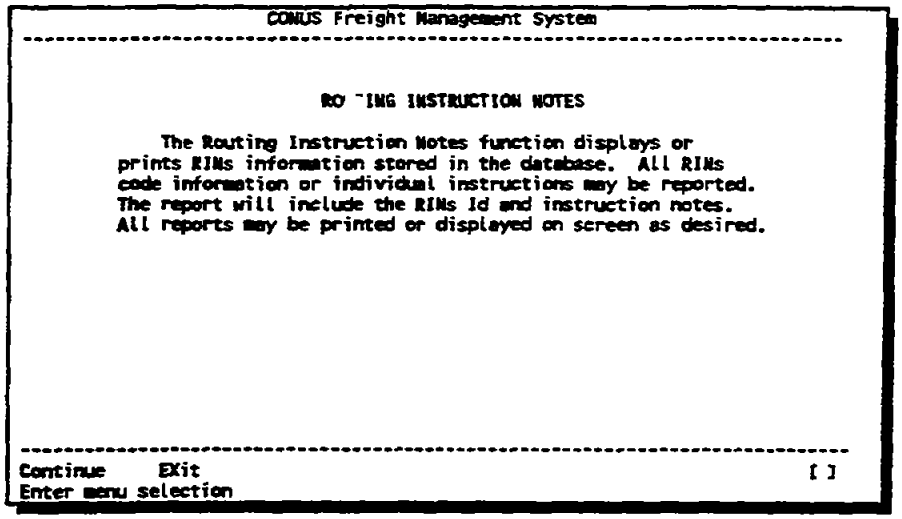


Figure 8-15. Routing Instruction Notes Explanation Screen

1 Type C to continue with the Routing Instruction Notes report process. The following prompt displays:

```
Continue    EXit                                    RINs ID or A? [    ]
Enter RINs ID or "A"ll
```

a Type the RINs ID for a specific RIN report or type A for a report including all RINs. If less than four characters are entered, press Return. The following prompt displays:

```
Continue    EXit                                          P or S? [ ]
Send report to printer or screen
```

b Type S to view the report on screen. To view subsequent screens, press Return. Pressing Return on the last screen of the report, or typing Ctrl-X on any page, displays the Routing Instruction Notes explanation screen.

Type P to generate and print the Routing Instruction Notes report. Press Return to display the Routing Instruction Notes explanation screen.

A sample Routing Instruction Notes list report is provided in Figure 8-16.

2 Type X to exit the screen. The Master File Reports menu displays.

```
                          CONUS Freight Management                    Date: 04/18/94
AT4TEIN100                ROUTING INSTRUCTION NOTES LIST              Page:   1

RINs Id   INSTRUCTION
-------   -----------

   102    Annotate bill of lading: "Security escort vehicle service requested."
   103    Annotate bill of lading: "For in-transit emergencies involving
          DOD general hazardous material shipments (excluding explosives)
          contact Defense Logistics Agency hotline, 1-800-851-8061."
   104    Shipper will request the carrier to provide dual driver protectiv
          service (DD). Annotate bill of lading: "Dual driver protective s
          ervice requested. Signature and tally record (DD form 1907) furn
          ished to carrier."
   105    Annotate bill of lading: "Use of Signature and Tally Record
          requested. DD Form 1907 furnished to carrier."
   107    Annotate bill of lading: "Move shipment by door-to-door trailer-
          on-flatcar (TOFC) service."



<CR> to Continue     EXit                                                  [ ]
```

Figure 8-16. Routing Instruction Notes List Report

8.1.1.7 DODAAC/GBLOC

The DODAAC/GBLOC function generates a report containing all or individual DODAAC or GBLOC information. The report contains the DODAAC or GBLOC, name, point of contact title, address, telephone number (autovon and/or commercial), SPLC, and DODAAC or GBLOC reference. All reports may be printed or displayed.

When 7. DODAAC/GBLOC function is selected from the Master File Maintenance menu, the DODAAC/GBLOC explanation screen (Figure 8-17) displays with the following prompt:

```
Continue     EXit                                                          [ ]
Enter menu selection
```

```
                          CONUS Freight Management System
-------------------------------------------------------------------------------


                                   DODAAC/GBLOC

          The DODAAC/GBLOC function generates a report of all or
        individual DODAAC or GBLOC information.  The report contains
        the DODAAC or GBLOC, name and address, point of contact title,
        the point of contact telephone number (autovon and/or commercial),
        SPLC, and DODAAC or GBLOC reference.  All reports may be printed
        or displayed on screen as desired.









-------------------------------------------------------------------------------
Continue     EXit                                                          [ ]
Enter menu selection
```

Figure 8-17. DODAAC/GBLOC Explanation Screen

1 Type C to continue with the DODAAC/GBLOC report process. The following prompt displays:

```
Continue     EXit                                          D or G? [ ]
Enter "D"ODAAC or "G"BLOC
```

A report can be generated for all or individual DODAAC or GBLOC information.

a Type D to produce a DODAAC report. The following prompt displays:

```
Continue     EXit                                  CODE or A? [      ]
Enter DODAAC or "A"ll
```

Type a specific DODAAC or type A for all DODAAC reports. If less than six characters are entered, press **Return**.

The following prompt displays:

```
Continue     EXit                                          P or S? [ ]
Send report to printer or screen
```

Continue with step 1c.

b Type G to produce a GBLOC report. The following prompt displays:

```
Continue     EXit                                  CODE or A? [      ]
Enter DODAAC or "A"ll
```

Type a specific GBLOC or type A for a report including all GBLOC. If less than six characters are entered, press **Return**.

The following prompt displays:

```
Continue     EXit                                          P or S? [ ]
Send report to printer or screen
```

c Type S to view the report on screen. To view subsequent screens, press **Return**. Pressing **Return** on the last screen of the report, or typing **Ctrl-X** on any page, displays the DODAAC/GBLOC explanation screen.

Type P to generate and print the DODAAC/GBLOC report. Press **Return** to display the DODAAC/GBLOC explanation screen. A sample DODAAC/GBLOC list report is provided in Figure 8-18.

2 Type X to exit the screen. The Master File Reports menu displays.

```
                          CONUS Freight Management                    Date: 25 MAY 1993
DNR                        DODAAC/GBLOC LIST                          Page:    1

                                DODAAC: ALL

DODAAC.... Name, Title and Address..... Auto Von..... SPLC..... GBLOC
                                        Commercial

695504     U.S. ARMY ENGR DIST-MARIETTA                          355270250 EJAP
           CHIEF
           MARIETTA REPAIR STA, 100 POST ST.
           MARIETTA, OH  457500526
695507     GREATER CINCINNATI INTL                               283330240 FAFL
           AIRPORT DIRECTOR OF OPERATIONS
           2601 DONALDSON HIGHWAY
           ERLANGER, KY  41018
695522     PORT COLUMBUS INTERNATIONAL                           353100240 EJFL
           TRANSPORTATION OFFICER
           4700 EAST 17TH AVENUE
           COLUMBUS, OH  43219
697218     NEW ORLNS INTL ARPT, MOISANT                          646515240 FTFL
 <CR> to Continue or CTRL-X to terminate the listing
```

Figure 8-18. DODAAC/GBLOC List Report

8.1.1.8 Disapproval Codes

The Disapproval Codes function generates a report of all or individual disapproval code information. The report contains the disapproval codes and the description. All reports may be printed or displayed.

When **8. Disapproval Codes** function is selected from the Master File Maintenance menu, the Disapproval Codes explanation screen (Figure 8-19) displays with the following prompt:

```
Continue     EXit                                                    [ ]
Enter menu selection
```

```
                        CONUS Freight Management System
--------------------------------------------------------------------------------


                              DISAPPROVAL CODES

          The Disapproval Codes function generates a report
       of all or individual disapproval code information. The
       report contains the disapproval code and its description.
       All reports may be printed or displayed on screen as
       desired.









--------------------------------------------------------------------------------
Continue     EXit                                                        [ ]
Enter menu selection
```

Figure 8-19. Disapproval Codes Explanation Screen

1 Type C to continue with the Disapproval Codes report process. The following prompt displays:

```
Continue    EXit                                          CODE or A? [ ]
Enter disapproval code or "A"ll
```

a To produce a report for a single disapproval code, type the disapproval code and press **Return**. Type **A** to produce the entire disapproval code report. The following prompt displays:

```
Continue    EXit                                          P or S? [ ]
Send report to printer or screen
```

b Type **S** to view the report on screen. To view subsequent screens, press **Return**. Pressing **Return** on the last screen of the report, or typing **Ctrl-X** on any page, displays the Disapproval Codes explanation screen.

Type **P** to generate and print the Disapproval Codes report. Press **Return** to display the Disapproval Codes explanation screen. A sample Disapproval Codes list report is provided in Figure 8-20.

```
                    CONUS Freight Management          Date: 19 FEB 1993
AKF                  DISAPPROVAL CODE LIST            Page:    1

Code..... Description.....................................................
ID

01          Emergency Shipment - Requested Carrier Provided
02          Carrier listed on unsat or carrier performance list.
03          Specialized Equmt; Not currently available by other carriers
04          Carrier used on the original routing.
05          Blue Bark Carriers Required.
06          Tender Filing Error.
07          Compatible equipment more cost effective.
08          Tariff rates used.




<CR> to Continue or CTRL-X to terminate the listing
```

Figure 8-20. Disapproval Code List Report

2 Type **X** to exit the screen. The Master File Reports menu displays.

8.1.1.9 Mileage Table

The Mileage Table function displays or prints mileage information between two different SPLCs in CFM database. Mileage information is generated for an individual SPLC pair, for all mileages on file relating to the entered SPLC or for all SPLCs. The report includes origin SPLC, city and state of origin SPLC, destination SPLC, city and state of destination SPLC, and mileage between the two. All reports may be printed or displayed.

When **9. Mileage Table** function is selected from the Master File Maintenance menu, the Mileage Table explanation screen (Figure 8-21) displays with the following prompt:

```
Continue     EXit                                                    [ ]
Enter menu selection
```

```
                        CONUS Freight Management System
-------------------------------------------------------------------------------

                                MILEAGE TABLE

      The Mileage Table function displays or prints mileage
    information between two different SPLCs in the CFMS database.
    Mileage information may be reported by an individual SPLC pair
    or by entering one SPLC and receiving all mileages on file
    relating to the entered SPLC.  The report will include the
    origin SPLC, the city and state of the origin SPLC, the
    destination SPLC, the city and state of the destination SPLC,
    and the mileage between them.  All reports may be printed or
    displayed on screen as desired.




-------------------------------------------------------------------------------
Continue     EXit
```

Figure 8-21. Mileage Table Explanation Screen

1 Type **C** to continue with the Mileage Table report process. The following prompt displays:

```
Continue     EXit                                          S or A? [ ]
Enter "S"PLC for SINGLE MILEAGE OR "A"ll
```

a Type **A** to receive a report including all mileage. Continue with step 1b. Type **S** for a single mileage report. The following prompt displays:

```
Continue     EXit                                        SP or SS? [ ]
Enter SPLC pair or single SPLC
```

A report can be generated for a pair or single SPLC mileage information.

b Type **SP** to enter a SPLC pair. The following prompt displays:

```
Continue     EXit                                   ORIGIN? [        ]
Enter origin SPLC
```

Type the origin SPLC. The following prompt displays:

```
Continue     EXit                                   DESTINATION? [        ]
Enter destination SPLC
```

Type the destination SPLC. The following prompt displays:

```
Continue    EXit                                          P or S? [ ]
Send report to printer or screen
```

c Type **SS** for a single SPLC. The following prompt displays:

```
Continue    EXit                                    SPLC? [        ]
Enter code
```

Type the nine-digit SPLC. The following prompt displays:

```
Continue    EXit                                          P or S? [ ]
Send report to printer or screen
```

d Type **S** to view the report on screen. To view subsequent screens, press **Return**. Pressing **Return** on the last screen of the report, or typing **Ctrl-X** on any page, displays the Mileage Table explanation screen.

Type **P** to generate and print the Mileage Table report. Press **Return** to display the Mileage Table explanation screen.

A sample Mileage Table List report is provided in Figure 8-22.

```
                          CONUS Freight Management                  Date: 11/30/92
DNR                            MILEAGE TABLE LIST                  Page: 1

ORIGIN     CITY, STATE              DESTIN     CITY, STATE              MILES
------     -----------              ------     -----------              -----

240000000  WASHINGTON, DC           380000000  CHICAGO, IL                687

<CR> to Continue    EXit                                                [ ]
```

Figure 8-22. Mileage Table List Report

2 Type **X** to exit the screen. The Master File Reports menu displays.

8.1.1.10 CAGE Codes

The CAGE Codes function generates a report containing all CAGE information. The report may be generated for an individual CAGE code or all those on file in CFM. The CAGE Code, name and address, SPLC, and GBLOC ID are indicated. All reports may be printed or displayed on screen as desired.

When 10. CAGE Codes function is selected from the Master File Reports menu, the CAGE Codes explanation screen (Figure 8-23) displays with the following prompt:

```
Continue    EXit                                                    [ ]
Enter menu selection
```

```
                    COMUS Freight Management System
--------------------------------------------------------------------------------

                                CAGE CODES

        The CAGE Codes function generates a report of all CAGE
      information.  The report may be generated for an individual
      CAGE code or all those on file in CFM.  The CAGE code, name
      and address, SPLC, and GBLOC ID are indicated.  All reports
      may be printed or displayed on screen as desired.









--------------------------------------------------------------------------------
Continue    EXit                                                        [ ]
Enter menu selection
```

Figure 8-23. CAGE Codes Explanation Screen

1 Type C to continue with the CAGE Codes report process. The following prompt displays:

```
Continue    EXit                                    CODE or A? [      ]
Enter CAGE or "A"ll
```

a Type the five character CAGE Code. The following prompt displays:

```
Continue    EXit                                          P or S? [ ]
Send report to printer or screen.
```

Type P to generate and print the CAGE Codes. The following prompt displays:

```
Continue    EXit
Report is complete and has been sent to the printer.  Press <CR>
```

Press Return to display the CAGE Codes explanation screen.

Type S to view the report on screen. To view subsequent screens, press Return. Pressing Return on the last screen of the report, or typing Ctrl-X on any page, displays the CAGE Codes explanation screen.

A sample CAGE List report is provided in Figure 8-24.

```
                          CONUS Freight Management              Date: 10 MAR 1994
TXD                             CAGE LIST                       Page:    1
                                CAGE: 00001

CAGE..... Name, Title and Address..... SPLC..... GBLOC

00001     ROANOKE ICE AND COLD STORAGE          264600000 1001
          806 WASHEA AVE, S.W.
          ROANOKE           , VA  24015-5306

<CR> to Continue or CTRL-X to terminate the listing
```

Figure 8-24. CAGE Codes List Report

b Type A and press Return to receive a report including all CAGE Codes. The following prompt displays.

```
Continue    EXit                                        P or S? [ ]
Send report to printer or screen.
```

2 Type X to exit the CAGE Codes explanation screen and return to the Master File Reports Menu.

8.1.2 Tender View

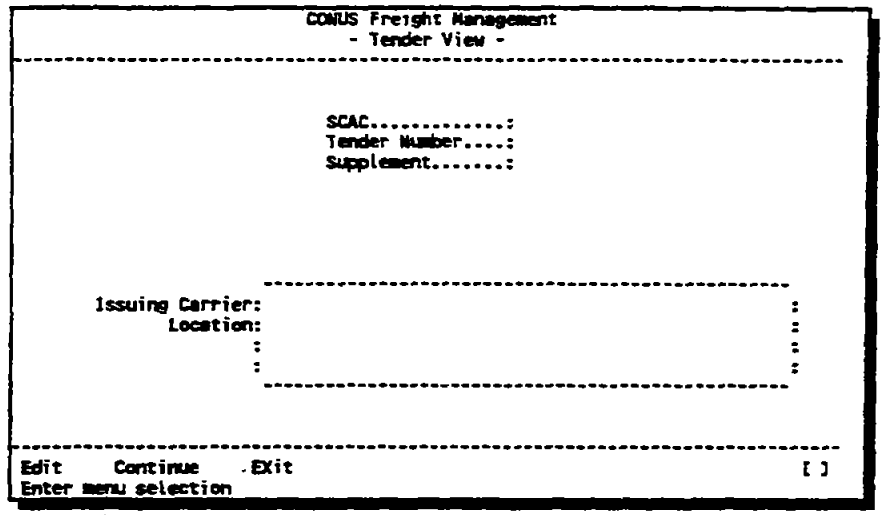


Figure 8-25. Tender View.

The Tender View function permits on-screen viewing of tenders entered by CFM personnel and tenders entered directly by EDI. The system displays the status of the requested tender prior to displaying the tender for view. Tenders that are rejected by CFM cannot be viewed on screen.

A tender cannot be changed within the Tender View function. Attempts to alter a tender appear to be accepted (the fields are changed), however, exiting the Tender View function removes any alterations. Returning to view the same tender displays the original tender data.

When **1. Tender View** is selected from the Tender Functions menu, the Tender View entry screen (Figure 8-26) displays with the following prompt:

```
Edit    Continue    EXit                                    [ ]
Enter menu selection
```

1 Type **E** to edit the Tender View process. The cursor moves to the SCAC field and the following prompt displays:

```
Edit    Continue    EXit                                    [ ]
Enter menu selection
```

a Type the two- to four-character SCAC for the desired tender and press **Return**. If a valid SCAC is entered, the Issuing Carrier/Location box is completed with information from the SCAC file. The cursor moves to the Tender Number field and the following prompt displays:

```
Edit    Continue    EXit
Enter the tender number
```

b Type the tender number (six digits maximum). Leading zeros do not have to be entered. If the tender number entered is less than six digits, press **Return**. The

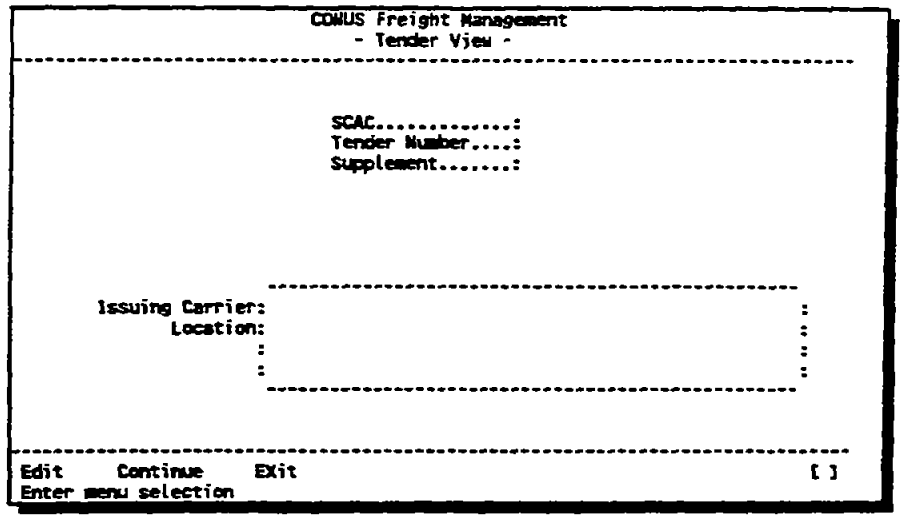


Figure 8-26. Tender View Entry Screen

cursor moves to the Supplement field and the following prompt displays:

```
Edit     Continue     EXit
Enter the supplement number
```

c Type the supplement number. Leading zeros do not have to be entered. If the tender number entered is less than six digits, press Return. If an invalid supplement number is entered, a message displays indicating that the tender/supplement is not on file or belongs to another carrier. Press Return to clear the message and return the cursor to the Supplement field. If a valid supplement number is entered, the following prompt displays:

```
Edit     Continue     EXit
Tender has been posted -- You may VIEW this tender.  Press <CR>.
```

d Press Return. The following menu selection prompt displays:

```
Edit     Continue     EXit
Enter menu selection
```

2 Type C to display the sections and other portions (i.e., Table or Appendix) of tenders available for view.

(See Table 8-1 for the sections and other portions of the tender selected for view.)

Table 1. Selections Available for View

Selection	Instructions
Sec-A	4.3.5.1.1
Sec-D	4.3.5.1.2
Sec-D1	4.3.5.1.3
Sec-D2	4.3.5.1.4
Sec-E	4.3.5.1.5
Sec-E1	4.3.5.1.6
Sec-F	4.3.5.1.7
Sec-F2	4.3.5.1.8
Sec-J	4.3.5.1.9
Sec-K	4.3.5.1.10
Table-E	4.3.5.1.11
Table-F	4.3.5.1.12
App-A	4.3.5.1.13

8.1.2.1 Tender View — Section A (Sections B and C and Enclosure 1, if Applicable)

When SecA is selected at the tender selections prompt, the Section A screen (Figure 8-27) displays with the following prompt:

```
Phone  CaNcel  Auth  Eqmt  CoMdty  SecB  SecC  Encl1  EXit      [ ]
Enter menu selection
```

```
SCAC: LCSB    Tender No: 000100     Supplement: 00 | F#364R CFM - Section A
                                   VIEW ONLY ====:Dist. No:          11/19/91
 1.Mode.................: O Water
 2.Telephone............:*12930902
 3.GT Qualifier.........: VD  Voluntary, Any Service
 4.Supplements in Effet:
 5.Cancels..............:*00001000            00001000              00001000
 6.Action.......... Add:     Delete:    Increase:     Decrease:     Change:
 7.Kind of Change.......: NEW TENDER
 8.Dates        - Issue: 910505     9.Effective: 910505    10.Expires: 910505
11.Application  - Inter:              Intra....: WV
12.Operating Authority.:
13.Type Equipment......: AT2
14.Commodities  - MMFC.: X            UFC......:             DOD....: X
15.Commodities.........:*999912             190190                 99991501
   Bulk Petroleum Desig:     XXX  MXX
16.Released Value......: 4.50
17.Include Parts- SEC.D: X  SEC.D-1: X  SEC. E..: X  TABLE E:    TABLE F:
             SEC.E-1: X  SEC. F..: X  SEC. J..:    SEC. K.:    APP. A.: X
18.Less load...........: X  Load.............: X  Any Quantity.......:

--------------------------------------------------------------------------------
Phone  CaNcel  Auth  Eqmt  CoMdty  SecB  SecC  Encl1  EXit      [ ]
Enter menu selection
```

Figure 8-27. Section A View Screen

An asterisk (*) displayed in a field indicates that more information is available pertaining to that item.

Options in the prompt displayed above will vary according to such factors as the nature of the tender and the form on which it was submitted.

1 Type P. A pop-up window displays (Figure 8-28) with an additional list of carrier telephone numbers and the following prompt displays:

```
Fwd    Back    EXit                                              [ ]
Enter menu selection
```

Type **F** to move forward one screen.

Type **B** to move backward one screen.

Type **X** to exit the pop-up window screen and return to the Section A menu selection prompt.

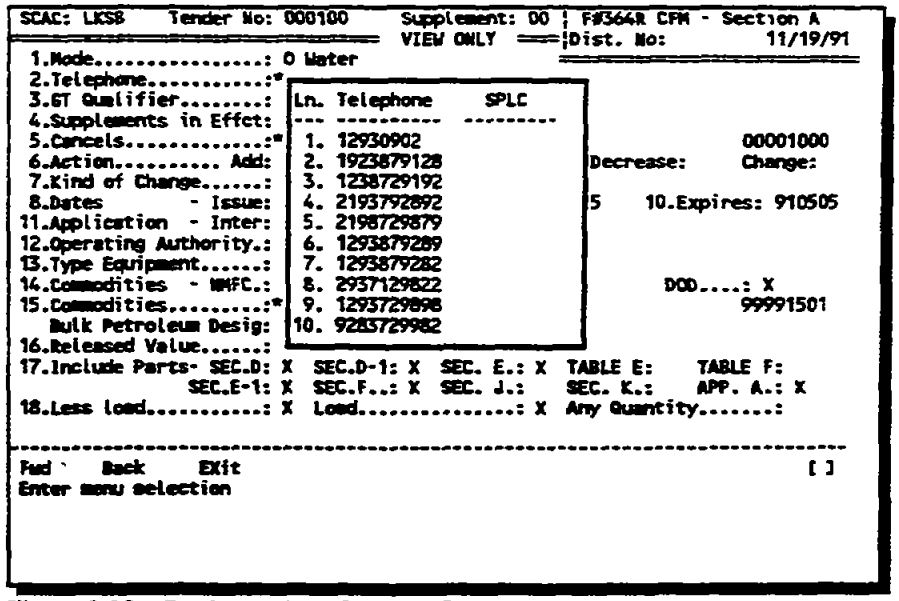


Figure 8-28. Section A Pop-Up View Screen

2 Type **N**. A pop-up window displays (Figure 8-29) with a list of cancelled tenders and the following prompt displays:

```
Fwd    Back    EXit                                          [ ]
Enter menu selection
```

Type **F** to move forward one screen.

Type **B** to move backward one screen.

Type **X** to exit the pop-up window screen and return to Section A menu selection prompt.

3 Type **A**. A list of operating authority names display. If no names are on file, an informational message displays. Press **Return**. The cursor returns to the Section A menu selection prompt.

4 Type **E**. A pop-up window displays (Figure 8-30), with a list of additional equipment types and the following prompt displays:

```
Fwd    Back    EXit                                          [ ]
Enter menu selection
```

Type **F** to move forward one screen.

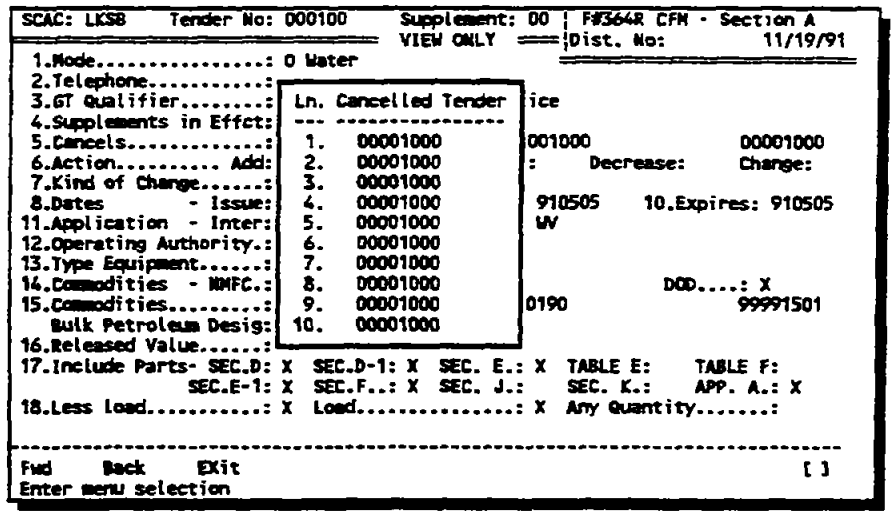


Figure 8-29. Section A Cancelled Tenders Pop-Up Screen

Type **B** to move backward one screen.

Type **X** to exit the pop-up window screen and return to the Section A menu selection prompt.

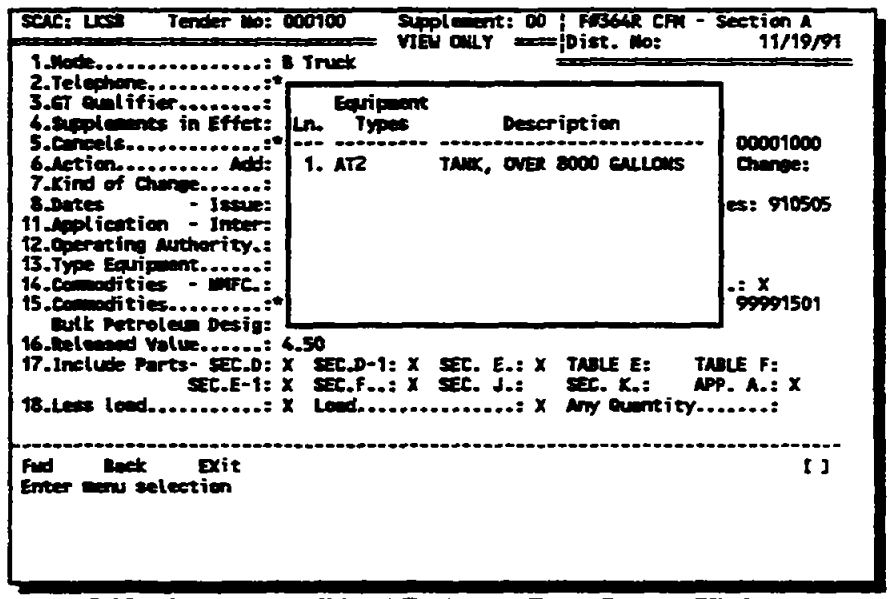


Figure 8-30. Section A Additional Equipment Types Pop-up Window

5 Type **M**. A pop-up window displays (Figure 8-31), with a list of additional commodity codes and the following prompt displays:

```
Fwd     Back     EXit                                          [ ]
```

```
Enter menu selection
```

Type **F** to move forward one screen.

Type **B** to move backward one screen.

Type **X** to exit the pop-up window screen and return to the Section A menu selection prompt.

```
SCAC: LKSB    Tender No: 000100     Supplement: 00 | F#364R CFM - Section A
                                    VIEW ONLY      |Dist. No:        11/19/91
 1.Mode.................: B Truck
 2.Telephone............:*
 3.GT Qualifier.........:
 4.Supplements in Effct:
 5.Cancels..............:*
 6.Action..... Add:
 7.Kind of Change.......:
 8.Dates       - Issue:
11.Application - Inter:
12.Operating Authority..:
13.Type Equipment.......:
14.Commodities  - NMFC..:
15.Commodities..........:*
   Bulk Petroleum Desig:
16.Released Value.......: 4.50
17.Include Parts- SEC.D: X  SEC.D-1: X  SEC. E..: X  TABLE E:    TABLE F:
                  SEC.E-1: X  SEC.F...: X  SEC. J..:    SEC. K.:    APP. A.: X
18.Less load............: X  Load.................: X  Any Quantity.......:

Fwd     Back     EXit                                                    [ ]
Enter menu selection
```

Ln.	Commodity Codes	Description
1.	999912	FAK, RVNE $1.75 PER LB
2.	190190	Vehicles, Motor,Automobiles:Fr
3.	99991501	NMFC 155250: GASOLINE/GASOHOL
4.	99991502	GASOLINE, AVIATION; NMFC 15525
5.	999914	LD
6.	999911	FREIGHT ALL KINDS, INCL HAZ MA
7.	999912	FAK, RVNE $1.75 PER LB
8.	999913	FAK, RVNE $2.50 PER LB

Figure 8-31. Section A Commodity Codes Pop-up Window.

6 Type **B**. Section B of the tender displays (Figure 8-32), with the following prompt:

```
EXit                                                              [ ]
Enter menu selection
```

After viewing Section B, type **X** to return to the Section A menu selection prompt.

7 Type **C**. If the tender contains Section C, that section displays (Figure 8-33), with the following prompt:

```
EXit                                                              [ ]
Enter menu selection
```

After reviewing Section C, type **X** to return to the Section A menu selection prompt.

8 Type **1**. If the tender number is in the 003000 Motor series (Modes B,N,P,Q, or X), Enclosure 1 displays (Figure 8-34).

9 Type **X** to return to the Tender View Entry Screen.

```
SCAC:        Tender No:          Supplement:          CFM - Section B
                                 VIEW ONLY
General Terms and Conditions

1.Governing Publications.....:

  [      1000          NFTRP10                    ]

  [                                               ]

2.Combination/Proportional Rates

The Rates and Charges in this tender MAY be used as factors in the
construction of any COMBINATION of through rates, charges, or other
provisions.....:[ ]

The rates and charges in this tender MAY NOT be used in construction of
COMBINATION rates and charges.....:[X]

The rates in this tender may be used as PROPORTIONAL rates only.....:[X]

--------------------------------------------------------------------------------
EXit                                                                      [ ]
Enter menu selection
```

Figure 8-32. Section B, General Terms and Conditions View Screen

```
SCAC:        Tender No:          Supplement:          CFM - Section C
                                 VIEW ONLY
Carrier's Offer and Instructions


1.For Questions Concerning Tender Development, Telephone..:

   [ (703)756-4777  ]

2.By (Name and Title of Authorized Officer or Agent).....:

   [ TOM HICKS                  ] [ PMO                ]

3.Address.....:

   [ 5611 COLUMBIA PIKE ROOM 516   ]
   [ FALLS CHURCH          ][ VA ] [      22041]

4.Date.....:[ 930101   ]

--------------------------------------------------------------------------------
EXit                                                                      [ ]
Enter menu selection
```

Figure 8-33. Section C, Carrier's Offer and Instructions View Screen

8.1.2.2 Tender View — Section D

When SecD is selected at the tender selections prompt, the cursor appears in the Sequence field at the top-right corner of the screen (Figure 8-35), and the following prompt displays:

```
Page#    Fwd    Back    More    EXit
Enter the sequence number
```

Type the sequence number to be viewed and press Return. The information displays on the screen (Figure 8-36), and the cursor moves to the menu selection prompt.

If an attempt is made to view an invalid sequence number, a message displays indicating that the sequence number does not exist in the system files. Press Return to clear the message.

```
SCAC: RCVH    Tender No: 003000    Supplement: 00          CFM - Enclosure 1
                                   VIEW ONLY               Page No: [   ]
Part 1
------
1.  Individual installations that have issued special agreements (for
relocation, spotting, or storage of carrier vehicles without charge) to
which the filing carrier is a participating carrier.  Applies to the
following installation(s).

  [        ]                        [        ]
  [        ]                        [        ]
  [        ]                        [        ]

Part 2 (not applicable to installations identified in Part 1)
------
2.  Installations subject to all provisions of ITEM 90, except paragraphs
1(a) and/or 4, when noted below.

  [        ]                        [        ]
  [        ]                        [        ]
  [        ]                        [        ]
-------------------------------------------------------------------------------
Page#    EXit
Enter the sequence number
```

Figure 8-34. Enclosure 1, Part 1 View Screen

```
SCAC: LXSB    Tender No: 000100    Supplement: 00          CFM - Section D
                                   VIEW ONLY               Sequence:[   ]
1. Rate Qualifier:                                         Page No.: D-

2. Wt/Vol/Quan    Col.A   Col.B   Col.C   Col.D   Col.E   Col.F   Col.G   Col.H

-------------------------------------------------------------------------------
Ln.  From/To   Location   Return                                      Incl RR

-------------------------------------------------------------------------------
Page#    Fwd    Back    More    EXit
Enter the sequence number
```

Figure 8-35. Section D — View Screen

The cursor returns to the Sequence field.

1 Type **P** to move to a specific page. The cursor moves to the sequence field and the following prompt displays:

```
Page#    Fwd    Back    More    EXit                                  [ ]
Enter menu selection
```

Type the sequence number to be viewed and press **Return**. The specified information displays on the screen, and the cursor moves to the menu selection prompt.

2 Type **F** to move forward one screen.

3 Type **B** to move backward one screen.

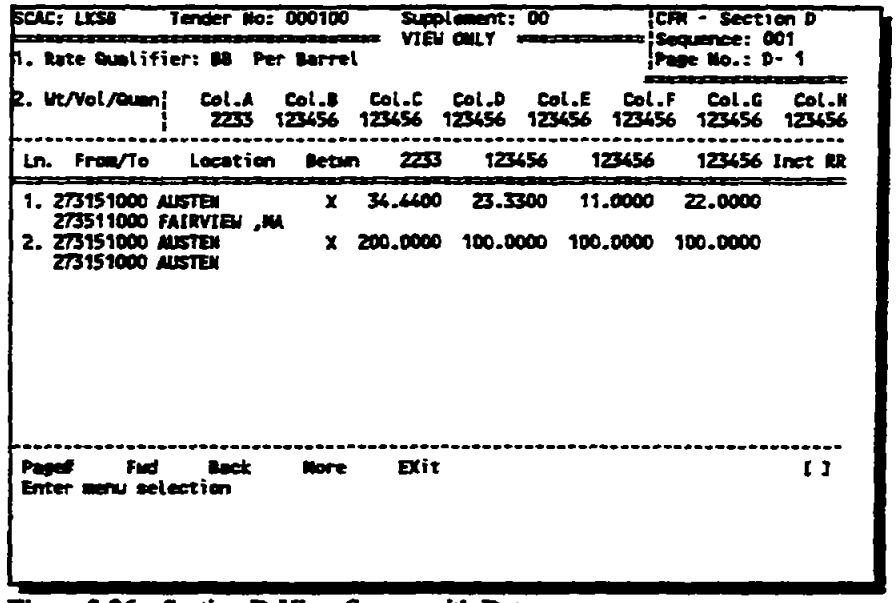


Figure 8-36. Section D View Screen with Data

4 Type M to display additional information for each shipment on the list.

5 Type X to exit and return to the tender view selection prompt.

8.1.2.3 Tender View — Section D1

When SecD1 is selected at the tender selections prompt, the cursor appears in the Sequence field at the top-right corner of the screen (Figure 8-37), and the following prompt displays:

```
Page#    Fwd    Back    EXit
Enter the sequence number
```

```
SCAC: LKSB    Tender No: 000100    Supplement: 00        CFM - Section D1
                                   VIEW ONLY             Sequence:[  1
        ITEM 1.  LESS THAN 10,000 POUNDS                 Page No.:D1-1-

        Rate Qualifier.....:
1. Territorial Application -      Between..:      From/To:
2. Rate (% of MTNC Class 100 Rates).....:
3. Minimum Chg (% of MTNC Minimum Charges):
-------------------------------------------------------------------------------
   State:            Ln.   SPLC   O/D          Location
===============================================================================




-------------------------------------------------------------------------------
Page#    Fwd    Back    EXit
Enter the sequence number
```

Figure 8-37. Section D1-1 View Screen

To view Item 1 information (less than 10,000 lbs), type the sequence number to be viewed and press Return. The information is displayed on the screen (Figure 8-38), and the cursor moves to the menu selection prompt.

If an attempt is made to view an invalid sequence number, a message displays indicating that the sequence number does not exist in the system files. Press Return to clear the message and place the cursor back in the Sequence field.

1 Type P to move to a specific page. The cursor moves to the sequence field and the following prompt displays:

```
Page#    Fwd    Back    EXit
Enter the sequence number
```

Type the sequence number to be viewed and press Return. The screen displays the specified page information and the cursor returns to the menu selection prompt.

2 Type F to move forward one screen.

3 Type B to move backward one screen.

4 Type X to exit and return to the tender selection prompt.

```
SCAC: LKSB    Tender No: 000100    Supplement: 00        CFM - Section D1
                                   VIEW ONLY             Sequence: 001
        ITEM 1.  LESS THAN 10,000 POUNDS                 Page No.:D1-1- 1

        Rate Qualifier.....: PQ % of NTMC Class 100 Rates
1. Territorial Application -      Between..:      From/To: X
2. Rate (% of NTMC Class 100 Rates).....: 010
3. Minimum Chg (% of NTMC Minimum Charges): 010
-------------------------------------------------------------------------------
   State: WV          Ln.    SPLC     O/D          Location
===============================================================================
                      1.  175171000  O  OAK SUMMIT
                      2.  175171000  D  OAK SUMMIT
-------------------------------------------------------------------------------
PageF    Fwd    Back    EXit                                              [ ]
Enter menu selection
```

Figure 8-38. Section D1-1 View Screen with Data

8.1.2.4 Tender View — Section D2

When SecD2 is selected at the tender selections prompt, the cursor appears in the Sequence field at the top right corner of the screen (Figure 8-39), and the following prompt displays:

```
PageF    Fwd    Back    EXit
Enter the sequence number
```

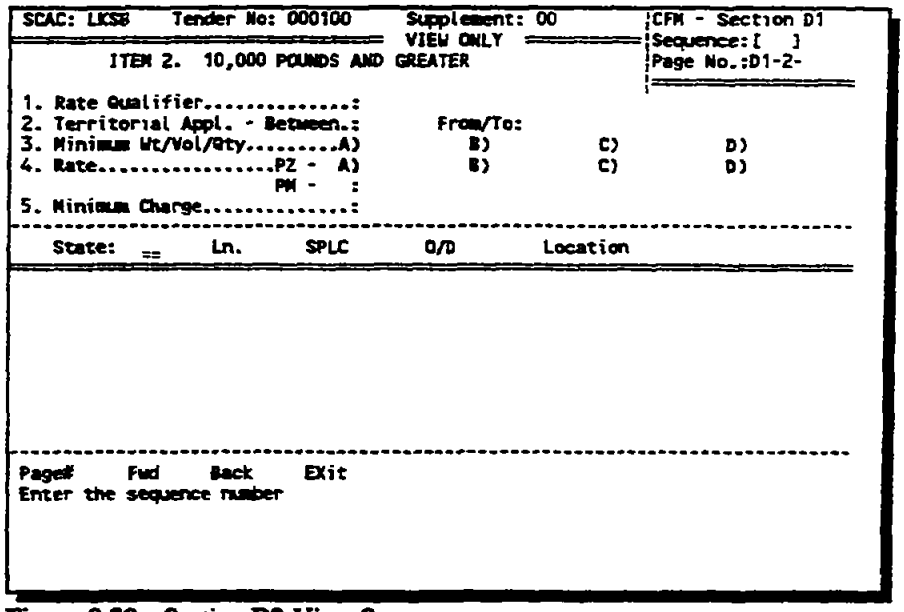


Figure 8-39. Section D2 View Screen

To view Item 2 information (10,000 pounds and greater), type the sequence number to be viewed and press **Return**. The screen displays the requested information (Figure 8-40), and the cursor returns to the menu selection prompt.

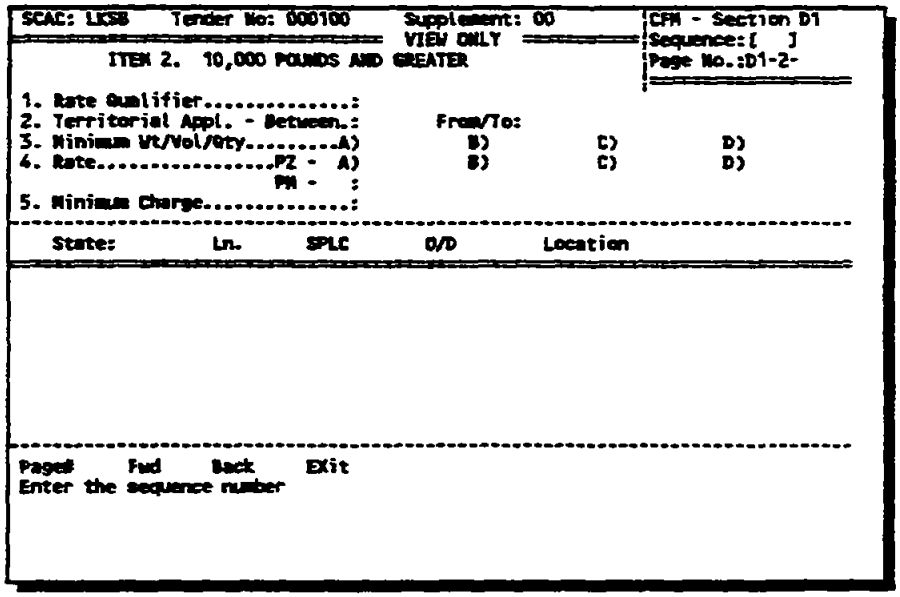


Figure 8-40. Section D2 View Screen with Data

1 Type **P** to move to a specific page. The cursor moves to a specific field and the following prompt displays:

```
Page#    Fwd    Back    EXit
Enter the sequence number
```

Type the sequence number to be viewed and press **Return**. The screen displays the specified page information and the cursor returns to the menu selection prompt.

2 Type **F** to move forward one screen.

3 Type **B** to move backward one screen.

4 Type **X** to exit and return to the tender selection prompt.

8.1.2.5 Tender View — Section E

When SecE is selected at the tender selections prompt, the cursor appears in the Sequence field at the top-right corner of the screen (Figure 8-41), and the following prompt displays:

```
Page#    Fwd    Back    EXit
Enter the sequence number
```

```
SCAC: LKSB   Tender No: 000100    Supplement: 00    ¦CFM - Section E
                                  VIEW ONLY         ¦Sequence:[   ]Type:
Territorial Rates:                                  ¦Page No.: E-

 1. Rate Qualifier:
 2. Rate Table....:

 Except: SPLC     Location     O D   Except: SPLC     Location     O D
 3.                                  6.
 4.                                  7.
 5.                                  8.

 9. Between.:        Ln.   RR  O/D   SPLC              Location

Page#    Fwd    Back    EXit
Enter the sequence number
```

Figure 8-41. Section E, Exceptions, Origins and Destinations View Screen

Type the sequence number to be viewed and press **Return**. The type field displays either "R" for routes or "T" for table. The screen displays the requested information (Figure 8-42), and the cursor returns to the menu selection prompt.

If an attempt is made to view an invalid sequence number, a message displays indicating that the sequence number does not exist in the system files. Press Return to clear the message. The cursor returns to the sequence field.

1 Type **P** to move to a specific page. The cursor moves to the sequence field and the following prompt displays:

```
Page#    Fwd    Back    EXit
Enter the sequence number
```

Type the sequence number to be viewed and press **Return**. The screen displays the specified page information and the cursor returns to the menu selection prompt.

2 Type **F** to move forward one screen.

3 Type **B** to move backward one screen.

4 Type **X** to exit and return to the tender selection prompt.

```
SCAC: LKSB   Tender No: 000100     Supplement: 00      CFM - Section E
                                   VIEW ONLY           Sequence: 001 Type: R
Territorial Rates:                                     Page No.: E- 1

 1. Rate Qualifier:  PQ  Percent of Class
 2. Rate Table....:  A

 Except: SPLC     Location      O D   Except: SPLC     Location      O D
 3.  240000000  WASHINGTON             6.
 4.  380000000  CHICAGO                7.
 5.                                    8.

 9. Between.:        Ln.   RR  O/D    SPLC              Location
                     1.          O    240000000   WASHINGTON
                     2.          O    380000000   CHICAGO

 Page#    Fwd    Back    EXit                                        [ ]
 Enter menu selection
```

Figure 8-42. Section E, Exceptions, Origins and Destinations View Screen with Data

8.1.2.6 Tender View — Section E1

When SecE1 is selected at the tender selections prompt, a portion of Section E1 displays (Figure 8-43), with the following prompt:

```
EXit
Enter menu selection
```

Type X. The other portion of Section E1 displays (Figure 8-44). The cursor appears in the Sequence field and the following prompt displays:

```
Page#    Fwd    Back    EXit
Enter the sequence number
```

Type the sequence number to be viewed and press Return. The screen displays the requested information (Figure 8-45), and the cursor returns to the menu selection prompt.

If an attempt is made to view an invalid sequence number, a message displays indicating that the sequence number does not exist in the system files. Press Return to clear the message. The cursor returns to the sequence field.

1 Type P to move to a specific page. The cursor moves to the sequence field and the following prompt displays:

```
Page#    Fwd    Back    EXit
Enter the sequence number
```

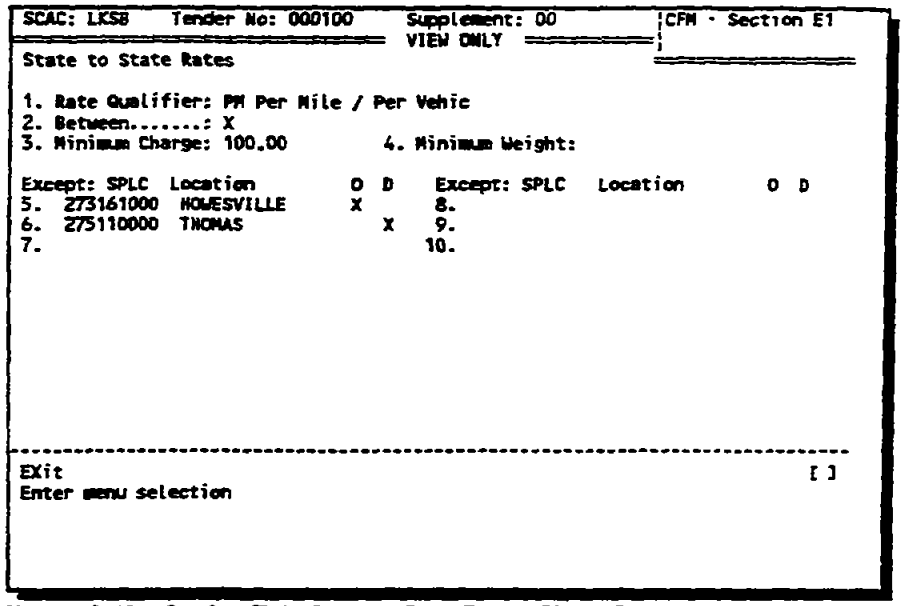


Figure 8-43. Section E-1, State to State Rates, View Screen First Portion

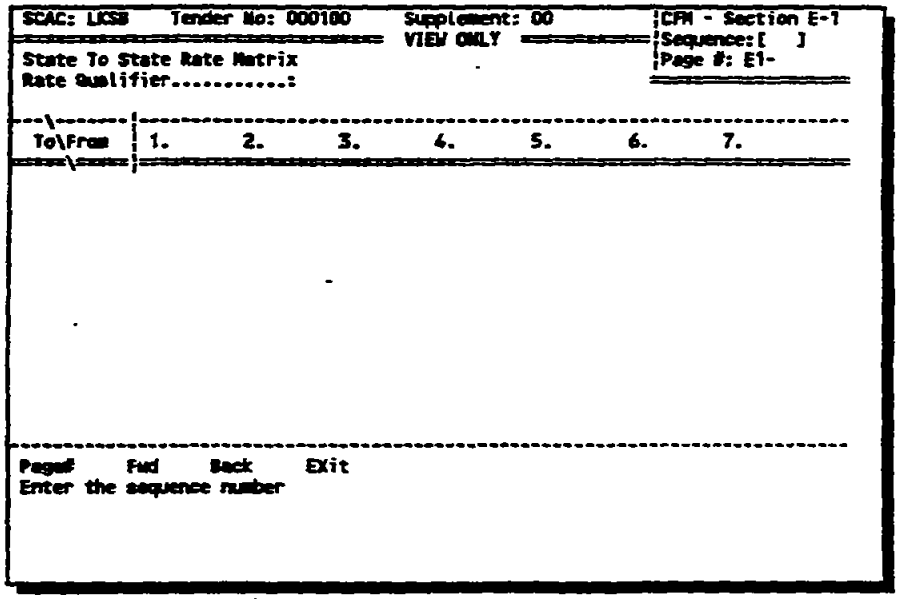


Figure 8-44. Section E-1, State to State Rates, Second Portion

Type the sequence number to be viewed and press Return. The screen displays the specified information and the cursor returns to the menu selection prompt.

2 Type F to move forward one screen.

3 Type B to move backward one screen.

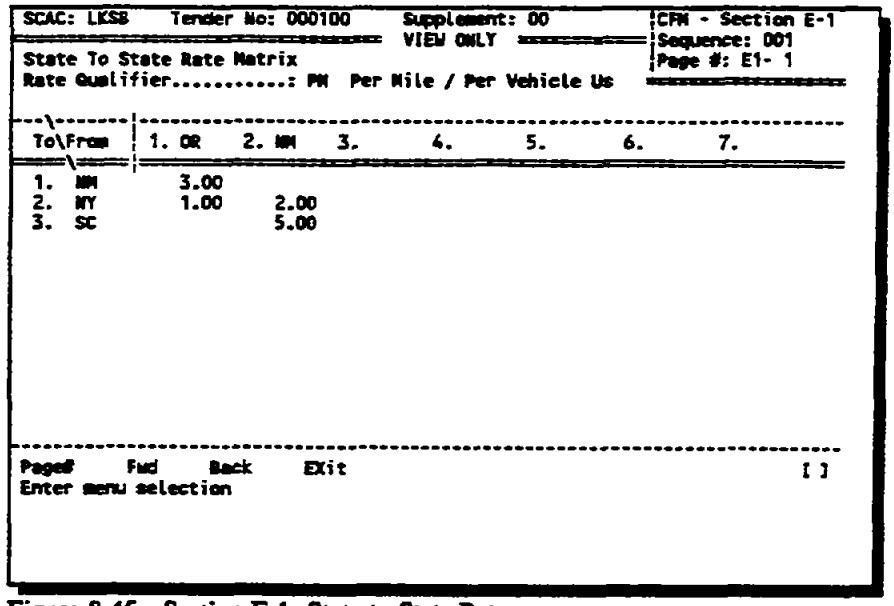


Figure 8-45. Section E-1, State to State Rates
Second Portion with Data

4 Type X to exit and return to the tender selection prompt.

8.1.2.7 Tender View — Section F1

When **SecF1** is selected at the tender selections prompt, the cursor appears in the Sequence field at the top-right corner of the screen (Figure 8-46), and the following prompt displays:

```
Page#    Fwd    Back    EXit
Enter the sequence number
```

```
SCAC: LXSB    Tender No: 000100    Supplement: 00        CFM - Section F
                                   VIEW ONLY             Sequence:[   ]
Protective Security Services                             Page No.: F-1-

                        Ln.  Service  Charge   Min. Chg.

Page#    Fwd    Back    EXit
Enter the sequence number
```

Figure 8-46. Section F1, Protective Security Services View Screen

To view the Protective Security Services, type the sequence number to be viewed and press **Return**. The screen displays the requested information (Figure 8-47), and the cursor returns to the menu selection prompt.

If an attempt is made to view an invalid sequence number in Section F-1-, Protective Security Services, a message displays indicating that the sequence number does not exist in the system files. Press Return to clear the message. The cursor returns to the sequence field.

1 Type **P** to move to a specific page. The cursor moves to a specific field and the following prompt displays:

```
Page#    Fwd    Back    EXit
Enter the sequence number
```

Type the sequence number to be viewed and press **Return**. The screen displays the specified page information and the cursor returns to the menu selection prompt.

2 Type **F** to move forward one screen.

3 Type **B** to move backward one screen.

4 Type **X** to exit and return to the tender selection prompt.

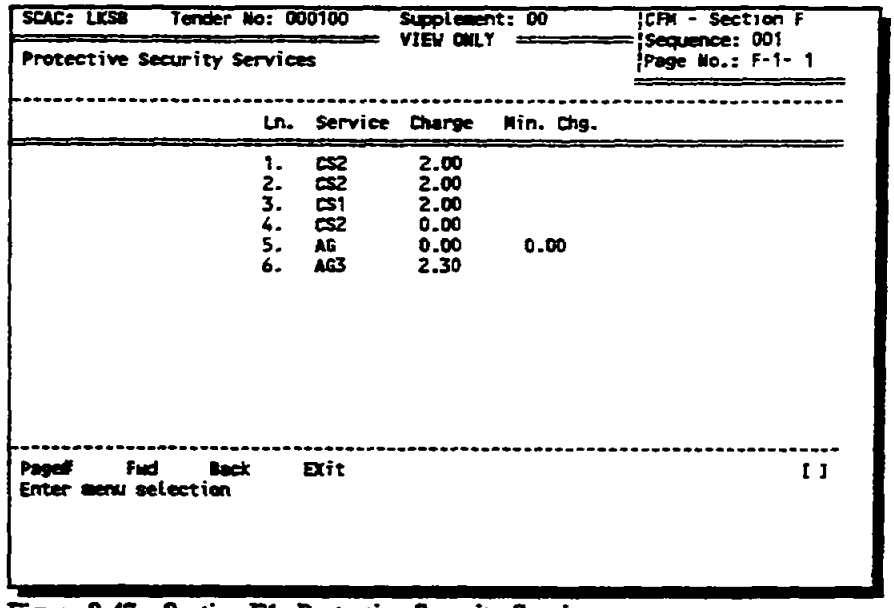


Figure 8-47. Section F1, Protective Security Services View Screen with Data

8.1.2.8 Tender View — Section F2

When SecF2 is selected at the tender selections prompt, the cursor appears in the Sequence field at the top-right corner of the screen (Figure 8-48), and the following prompt displays:

```
Page# Fwd Back EXit
Enter the sequence number
```

To view the Accessorial Services, type the sequence number to be viewed and press Return. The screen displays the requested information (Figure 8-49), and the cursor returns to the menu selection prompt.

If an attempt is made to view an invalid sequence number, a message displays indicating that the sequence number does not exist in the system files. Press Return to clear the message. The cursor returns to the sequence field.

1 Type P to move to a specific page. The cursor moves to a specific field and the following prompt displays:

```
Page# Fwd Back EXit
Enter the sequence number
```

Type the sequence number to be viewed and press Return. The screen displays the specified page information and the cursor returns to the menu selection prompt.

2 Type F to move forward one screen.

3 Type B to move backward one screen.

4 Type X to exit and return to the tender selection prompt.

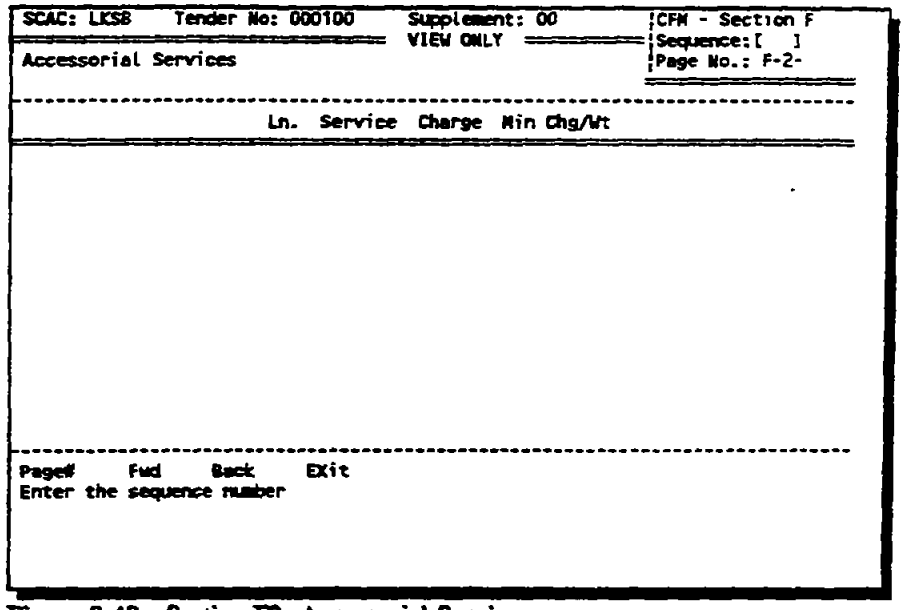


Figure 8-48. Section F2, Accessorial Services View Screen

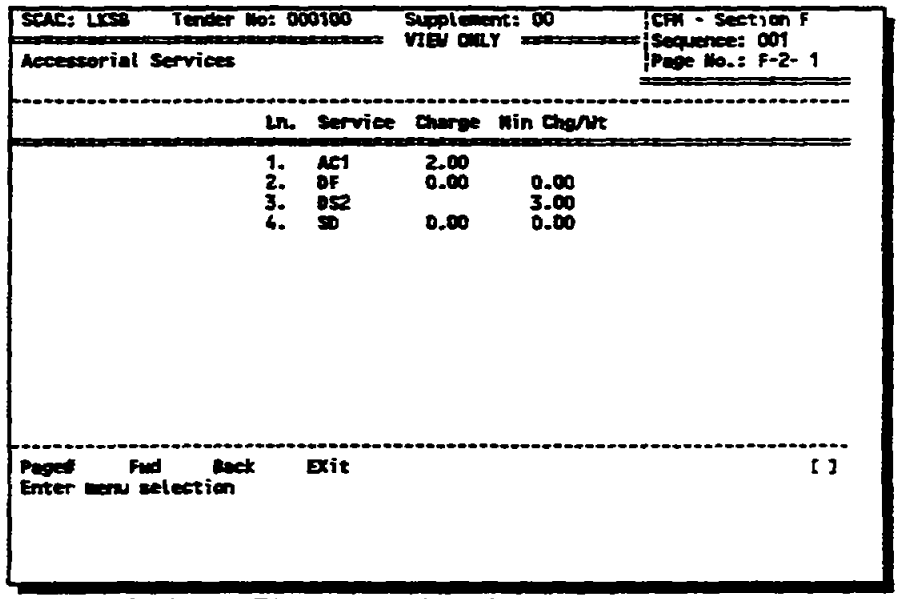


Figure 8-49. Section F2, Accessorial Services View Screen with Data

8.1.2.9 Tender View — Section J

When SecJ is selected at the tender selections prompt, the Solicitation ID, Tender ID, SCAC and tender number fields from Section A of the Guaranteed Traffic Tender display at the top

of the screen (Figure 8-50). The cursor appears in the Table ID field at the top right corner of the screen and the following prompt displays:

```
TblID   Fwd   Back   J(C)   J(D)   Matrix1   Matrix2   Matrix3   EXit
Enter table ID
```

```
Department of Defence   Section J. Guaranteed Traffic Rates |--TABLE ID [   ]
Solicitation ID: 000006   Tender ID: 0001   SCAC: TEST      |TENDER: 60505800
                                  VIEW ONLY
                              J(a) Section Description
                    Table ID:
Territorial Description:
     Matrix Description:
            Matrix Type:
         Rate Qualifier:
-------------------------------------------------------------------------------
                              J(b) Equipment Description
 EQUIPMENT CODE                  EQUIPMENT DESCRIPTION
------------------              --------------------------
   [   ]
   [   ]
   [   ]
   [   ]
   [   ]
   [   ]
-------------------------------------------------------------------------------
TblID   Fwd   Back   J(C)   J(D)   Matrix1   Matrix2   Matrix3   EXit
Enter table ID
```

Figure 8-50. Section J, Guaranteed Traffic Rates View Screen

Type the table number to be viewed; if less than three digits are entered, press **Return**. The screen displays Sections J(a) and J(b) of the Guaranteed tender (Figure 8-51), and the cursor returns to the menu selection prompt.

If an attempt is made to view an invalid table ID number, a message displays. Press Return to clear the message; the cursor returns to the table ID field.

1 Type **T** to view another table. A new blank screen displays and the cursor appears in the Table ID field at the top right corner of the screen.

2 Type **F** to view up to six additional equipment code entries in Section J(b). A new section listing displays.

3 Type **B** to restore the previous screen listing of equipment code entries.

4 Type **C** to view Section J(c), Territory Description. Section J(c) displays (Figure 8-52), with the following prompt:

```
Fwd     Back     EXit                                              [ ]
Enter menu selection
```

a Type **F** to view another screen listing (up to twelve entries) of origin/destination descriptions.

```
Department of Defence   Section J. Guaranteed Traffic Rates  --TABLE ID  001
Solicitation ID: 000006   Tender ID: 0001   SCAC: TEST       TENDER: 60505800
                              VIEW ONLY

                          J(a) Section Description

                Table ID:  001
Territorial Description:  DORV TO SOUTHEAST REGION (FL, GA)
     Matrix Description:  SINGLE RATE PER MINIMUM PER MILLAGE GROUP
            Matrix Type:  3
         Rate Qualifier:  PH]PH]PH]PH]PH]PH]PH]PH  Per Hundredweight
-------------------------------------------------------------------------------
                          J(b) Equipment Description
 EQUIPMENT CODE                EQUIPMENT DESCRIPTION
------------------            -------------------------
   [AV1]                       VAN, CLOSED, 30 FT AND LESS
   [AV2]                       VAN, CLOSED, 31 - 40 FT
   [AV3]                       VAN, CLOSED, OVER 40 FT
   [AV1]                       VAN, CLOSED, 30 FT AND LESS
   [AV2]                       VAN, CLOSED, 31 - 40 FT
   [AV3]                       VAN, CLOSED, OVER 40 FT
-------------------------------------------------------------------------------
TblID   Fwd   Back   J(C)   J(D)   Matrix1   Matrix2   Matrix3   EXit      [ ]
Enter menu selection
```

Figure 8-51. Sections J(a) and J(b), Section and Equipment Descriptions View Screen

```
Department of Defence   Section J. Guaranteed Traffic Rates  --TABLE ID  001
Solicitation ID: 000006   Tender ID: 0001   SCAC: TEST       TENDER: 60505800
                              VIEW ONLY
                          J(c) Territory Description
-------------------------------------------------------------------------------
  [F]rom / [T]o
    [B]etween
  [R]ound trip          SPLC              ORIGIN/DESTINATION DESCRIPTION
-------------------------------------------------------------------------------
     [F]              [2576172701    DEF GEN SUPL CTR                VA
     [T]              [452      ]    GEORGIA, NORTH SECTION          GA
     [T]              [462      ]    GEORGIA, SOUTH SECTION          GA
     [T]              [FL       ]    FLORIDA
     [ ]              [         ]
     [ ]              [         ]
     [ ]              [         ]
     [ ]              [         ]
     [ ]              [         ]
     [ ]              [         ]
     [ ]              [         ]
     [ ]              [         ]
-------------------------------------------------------------------------------
Fwd     Back     EXit                                                    [ ]
Enter menu selection
```

Figure 8-52. Section J(c), Territory Description, View Screen

b Type **B** to restore the previous listing of origin/destination description entries.

c Type **X** to return to the menu selection prompt.

5 Type **1** to view matrix #1, Single Rate information. Matrix #1 displays (Figure 8-53), with the following prompt:

```
EXit                                                    [ ]
Enter menu selection
```

Type X to exit this screen and return to the menu selection prompt.

```
Department of Defence   Section J. Guaranteed Traffic Rates  --TABLE ID  001
Solicitation ID: 2022     Tender ID: 11111  SCAC: TEST       TENDER: 60000000
                                VIEW ONLY
                          J(e) Matrix #1 - Single Rate
-------------------------------------------------------------------------------


              Minimum Charge : [  1000.00]
              Rate           : [     0.15]









-------------------------------------------------------------------------------
EXit                                                                    [ ]
Enter menu selection
```

Figure 8-53. Matrix #1, Single Rate, View Screen

6 Type 2 to view matrix #2, Single Rate per Minimum information of the Guaranteed Tender. Matrix #2 displays (Figure 8-54), with the following prompt:

```
Fwd  Back  EXit                                                  [ ]
Enter menu selection
```

a Type F to view another screen listing (up to eleven entries) of single-rate entries.

b Tupe B to restore the previous screen listing of single rates.

c Type X to exit this screen and return to the menu selection prompt.

7 Type 3 to view matrix #3, Single Rate per Minimum per Mileage Group information. Matrix #3 displays (Figure 8-55), with the following prompt:

```
Fwd  Back  EXit                                                  [ ]
Enter menu selection
```

a Type F to view another screen listing (up to nine entries) of single-rate entries.

b Tupe B to restore the previous screen listing of single rates.

c Type X to exit this screen and return to the menu selection prompt.

```
Department of Defence   Section J. Guaranteed Traffic Rates¦--TABLE ID  001
Solicitation ID: 2022     Tender ID: 11111  SCAC: TEST     ¦TENDER: 60000000
                                VIEW ONLY
                        J(e) Matrix #2 - Single Rate Per Minimum
-------------------------------------------------------------------------------

 Minimum Charge :    525.00

            MINIMUMS                          RATES
           ----------                        ----------
           [    10000]                       [  0.0115]
           [    10000]                       [  0.0050]
           [    30000]                       [  0.0038]
           [    40000]                       [  0.0028]
           [    50000]                       [        ]
           [    60000]                       [        ]
           [    70000]                       [        ]
           [    80000]                       [        ]
           [    90000]                       [        ]
           [   100000]                       [        ]
           [   200000]                       [        ]
-------------------------------------------------------------------------------
Fwd     Back     EXit                                                    [ ]
Enter menu selection
```

Figure 8-54. Matrix #2, Single Rate per Minimum View Screen

```
Department of Defence   Section J. Guaranteed Traffic Rates¦--TABLE ID  001
Solicitation ID: 000006   Tender ID: 0001   SCAC: TEST     ¦TENDER: 60505800
                                VIEW ONLY
                  J(e) Matrix #3 - Single Rate Per Minimum Per Millage Group
-------------------------------------------------------------------------------

  Class 100 Rates
  Minimum Charge:      30.00

                -MILEAGE-
 ROW NO      MIN  ¦  MAX          MINIMUMS                RATES
 --------   ----------------     ----------             ----------
    1            0      500     [      200]            [    8.49]
                                [      500]            [    7.81]
                                [     1000]            [    6.05]
                                [     2000]            [    4.77]
                                [     5000]            [    3.69]
                                [    10000]            [    3.29]
    2          501      600     [      200]            [    8.96]
                                [      500]            [    8.17]
                                [     1000]            [    6.37]
-------------------------------------------------------------------------------
Fwd     Back     EXit                                                    [ ]
Enter menu selection
```

Figure 8-55. Matrix #3, Single Rate per Minimum per Mileage Group View Screen

8.1.2.10 Tender View — Section K (Guaranteed Traffic Only)

When SecK is selected at the tender selections prompt, the Solicitation ID, Tender ID, SCAC and tender number/supplement fields, from Section A of the guaranteed traffic tender display at the top of the screen (Figure 8-56). The following prompt displays:

```
Fwd     Back     EXit                                                    [ ]
Enter menu selection
```

```
Department of Defence   Section K. Guaranteed Traffic    |    SCAC: TEST
Solicitation ID: 2022     Tender ID: 11                  |TNDR/SUPP: 600000-00
                                  VIEW ONLY
          Matrix #4 - Single Rate Per Accessorial/Protective Service
-------------------------------------------------------------------------------
 Service    Rate        Charge/          Minimum        Service
 Code       Qual          Rate           Charge         Description
 [AG1]      [PV]    [     0.19]    [   300.00]    [ARMED GUARD SURVEILLANCE ]
 [AG2]      [PM]    [     0.16]    [   274.00]    [ARMED GUARD SURVEILLANCE ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
 [  ]       [  ]    [        ]    [          ]    [                         ]
-------------------------------------------------------------------------------
Fwd     Back     EXit                                                    [ ]
Enter menu selection
```

Figure 8-56. Section K, Single Rate per Accessorial/ Protective Service View Screen

1 Type F to view additional service codes (up to fourteen entries).

2 Type B to restore the previous screen listing of service codes.

3 Type X to exit and return to the menu selection prompt.

8.1.2.11 Tender View — Table E

When TblE is selected at the tender selections prompt, the screen displays with the information (Figure 8-57). The cursor appears at the menu selection prompt and the following prompt displays:

```
Fwd  Back  EXit
Enter menu selection
```

```
SCAC: JJYC    Tender No: 000201    Supplement: 00          CFM - Section E
                                   VIEW ONLY               Table E
Rate Qualifier:  PG Per Gallon

                    Minimums Expressed in Gallons!
-------\-------------------------------------------------------------------
       \ GAL       5000     8000
Ln. Mile\
=======\===========================================================
 1.   0-  50
 2.  51- 100
 3. 101- 150   95.0000 90.0000
 4. 151- 200          80.0000
 5. 201- 250          70.0000
 6. 251- 300          60.0000
 7. 301- 350   10.0000
 8. 351- 400    9.0000
 9. 401- 450    8.0000
10. 451- 500    7.0000 20.0000
11. 501- 550    6.0000 10.0000
12. 551- 600           5.0000
-------------------------------------------------------------------------
Fwd     Back     EXit                                              [ ]
Enter menu selection
```

Figure 8-57. Table E View Screen

1 Type F to move forward one screen.

2 Type B to move backward one screen.

3 Type X to exit and return to the tender selection prompt.

8.1.2.12 Tender View — Table F

When TblF is selected at the tender selections prompt, the screen displays with the information (Figure 8-58). The cursor appears at the menu selection prompt and the following prompt displays:

```
Fwd    Back    EXit                                              [ ]
Enter menu selection
```

```
SCAC: JJYC    Tender No: 000201    Supplement: 00          CFM - Section E
                                   VIEW ONLY               Table F
Rate Qualifier.....: DL Per Dromedary Service Shipment

        Minimums: 2,500 and 5,000 (Dromedary); Over 5,000 (Special Dromedary)

                                          Minimum    Minimum
                          Ln.   Miles        20         40
                          1.    0-  50
                          2.   51- 100
                          3.  101- 150
                          4.  151- 200
                          5.  201- 250                5.0000
                          6.  251- 300
                          7.  301- 350
                          8.  351- 400
                          9.  401- 450                3.0000

Fwd    Back    EXit                                              [ ]
Enter menu selection
```

Figure 8-58. Table F View Screen

1 Type F to move forward one screen.

2 Type B to move backward one screen.

3 Type X to exit and return to the tender selection prompt.

2.1.2.13 Tender View — Appendix A

When AppA is selected at the tender selections prompt, the cursor appears in the Page No. field at the top-right corner of the screen (Figure 8-59), and the following prompt displays:

```
Page#    Fwd    Back    EXit
Enter the page number
```

```
SCAC: LKSB   Tender No: 000100   Supplement: 00        CFM - Appendix A
                                 VIEW ONLY            Page No:[   ]
Rail Routes
-------------------------------------------------------------------------
Ln. RR  From/To       Location        SCAC     Interchange Location
=========================================================================
                                      |
                                      |
                                      |
```

```
SCAC: LKSB    Tender No: 000100    Supplement: 00          CFM - Appendix A
                                   VIEW ONLY               Page No: 001
Rail Routes
-------------------------------------------------------------------------------
Ln. RR   From/To       Location          SCAC      Interchange Location
 1. 01   240000000     WASHINGTON        LKSB      WASH, DC
         273511000     FAIRVIEW ,MA      CR        PHILLY, PA
                                         LKSB
 2. 03   240000000     WASHINGTON        LKSB
         380000000     CHICAGO           BN
 3. 02   273511000     FAIRVIEW ,MA      MS
         273151000     AUSTEN            CR
 4. 04   240000000     WASHINGTON        LKSB
         380000000     CHICAGO           LKSB
                                  < Interchanges >
-------------------------------------------------------------------------------
Page#    Fwd    Back    EXit                                              [ ]
Enter menu selection
```

Figure 8-60. Appendix A View Screen with Data

8.1.3 Rating & Ranking Analysis

The CFM Rating/Ranking Analysis function determines which carriers meet Military Traffic Management Command's transportation service requests at the most advantageous cost to the Government.

The Rating/Ranking Analysis function identifies requirements for a specific transportation service. The minimum information required to rate and rank carriers includes: origin SPLC, destination SPLC, commodity code, size and unit of measure (i.e., number of pounds, gallons, or barrels), type of equipment, and number of vehicles to perform the transportation service. CFM calculates, rates, and ranks in order from lowest to highest charge, the carriers that accommodate the transportation service request. The Rating/Ranking Analysis function is based on the carrier tenders currently in the database.

Specific Accessorial/Protective Services are required for particular shipments. CFM identifies carriers who meet the requirements and calculates the total transportation cost, including service charges.

The Rating/Ranking Analysis function uses an entry screen to calculate the cost of a shipment. Any Accessorial/Protective Services required for a specific transportation request are identified on the entry screen. If Accessorial/Protective Services are required, separate entry screens are used to determine the cost.

When **1. Rating/Ranking Analysis** function is selected from the Management Functions menu, Figure 8-61 displays with the following prompt:

```
Edit  Run  ReView  New  Get_old_request  EXit                    [ ]
Enter menu selection
```

```
REQ.ENTRY              CONUS FREIGHT MANAGEMENT SYSTEM
-------------------------------------------------------------------------------
REQ.NO[      ]   Route Order No[              ]   Requestor ID[            ]

No. of SCACs[   ]
                  Installation/City   Zone State Region CONUS  Mileage [    ]
Origin[         ]                                          [ ]   Intra-State [ ]
 Dest[          ]                                          [ ] Type RO[ ] Svc[ ]

TOT.Ship[       ]    P/G/B[ ] Vehicles Moved[ ]   Mode[     ]
                  -- -- -- -MOTOR- -- -- --          ########## RAIL ##########
 Commodity   [         ]                        [         ]

      FAK    [         ]   Group                [         ]   Group
 Equipment   [  ][  ][  ][  ] Cap[ ]            [  ][  ][  ][  ]
               Vehicles used[ ]                   Vehicles used[ ]
Accessorial  [ ] [ ] [ ] [ ] [ ]                [ ] [ ] [ ] [ ] [ ] [ ]
 Protective  [ ] [ ] [ ] [ ] [ ]                [ ] [ ] [ ] [ ] [ ] [ ]

  Avail.Date[         ]                          Report Dest[      ]

-------------------------------------------------------------------------------
Edit  Run  ReView  New  Get_old_request  EXit                          [ ]
Enter menu selection
```

Figure 8-61. Rating/Ranking Analysis Entry Screen

1 Type N to enter a new request. CFM assigns and displays a request number, places 'NEW' at the top-right corner, and moves the cursor to the Requestor ID field. Record the REQ. NO for future use. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
ID number
```

Press Return to move the cursor to the next field. Press ↑ to move the cursor to the previous field. Previously entered fields are edited by pressing Delete, entering the new information, and pressing Return to accept the changes.

The Route Order No field is not currently used.

a Type the identification of the individual requesting the shipment, if desired, and press **Return**. A maximum of 13 characters may be entered. The field is left blank by pressing **Return**. The cursor moves to the No. of SCACs field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Number of carriers you wish to rank
```

The Requestor ID field is completed with Field Module and Shipment Request shipments only.

b Type the number of carriers (6-200) to be displayed and/or printed and press **Return**. Pressing **Return** without entering a number causes the system to use the default entry of six carriers. The cursor moves to the Origin field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Origin SPLC
```

Carriers' tenders that meet the transportation service requirements are rated and ranked by CFM, however, only the number entered in the No. of SCACs field is displayed and/or printed. To display and/or print carriers who meet the service requirements (200 maximum), type 'ALL' and press Return.

c Type the nine-digit installation SPLC for the shipment's origin point and press **Return**. A valid SPLC displays in its respective column, the Installation/City and corresponding Zone, State, Region, and CONUS description or code. This information completes the territorial location (city, state, region, and zone) used in the carrier search. The cursor moves to the Dest field and the following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Destination SPLC
```

d Type the nine-digit installation SPLC for the shipment's destination point and press **Return**. A valid SPLC, Installation/City and corresponding Zone, State, Region, and CONUS description or code display in their respective columns. This information completes the territorial location (city, state, region, and zone) used in the rating and ranking process. Following a short delay, the mileage between the origin and destination displayed in the Mileage and the Total Miles fields. The Total Miles field reflects any increase in mileage because of a hazardous or routed shipment, or a stop-off shipment, if applicable, showing the calculated increase for a commodity requiring routing or a shipment requiring Stop Offs service. The cursor moves to the Intra-State field and the following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Enter X for intrastate shipment or leave blank
```

e If the origin and destination SPLCs are within the same state, an X displays in the Intra-State field while the Region and CONUS designations are removed. If the request qualifies as an Interstate shipment even though the move originates and terminates in the same state, the Intra-State field can be cleared by returning to the field using ↑ and then pressing **Delete**. Press **Return** to move the cursor to the Type RO field and the following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Type of Route Order
```

f Type the applicable one-character code for the shipment. Table 4.3.6-1 lists the route order type and corresponding code. The cursor moves to the SVC field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Service code
```

g Type the applicable one-character code for the shipment. Table 4.3.6-2 lists the military service and the corresponding code. The cursor moves to the TOT.Ship field and the following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Number of pounds, gallons, or barrels on each vehicle
```

h Type the number of pounds, gallons, or barrels to be shipped per vehicle and press **Return**. The cursor moves to the P/G/B field and the following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
P=Pounds, G=Gallons, B=Barrels
```

Enter whole numbers only and do not use commas to separate thousands. If the weight/volume entered is greater than 48,000 pounds, an error message displays.

i In the P/G/B field, P displays as the default unit of measure. Type the applicable unit of measure code or press **Return** to accept the default value. The cursor moves to the Vehicles Moved field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Number of vehicles moved
```

j Type the number of vehicles to be moved by the shipment and press **Return**. The cursor moves to the Mode field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Enter mode or modes for this shipment
```

The Vehicles Moved field pertains to both motor and rail modes of transportation and when applicable should be completed accordingly.

k Type the applicable mode and press **Return**. The cursor moves to the MOTOR Commodity field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
NMFC (Motor) commodity code
```

l Type the appropriate six- or eight-digit NMFC or DOD unique motor commodity code and press **Return**. (Refer to Department of Defense Standard Tender of Freight Services, Military Traffic Form 364-R, Instructions for Use, for a list of commodity codes.) A valid commodity code displays a description of the commodity. If the commodity is FAK applicable, the appropriate FAK code is displayed. If the commodity is group applicable, the appropriate group code displays when **Return** is pressed. If motor transportation is not required, the field is left blank by pressing **Return**. The cursor moves to the MOTOR FAK field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
NMFC (Motor) FAK code 999912, 99991201, 999913, 99991301
```

Commodity codes that do not match the Master File Maintenance motor commodity codes are not accepted. An error message displays.

If the motor commodity code locates a cross-reference to a UFC commodity code, the UFC commodity code and description are displayed in the RAIL Commodity field. If the shipment is motor only, the UFC code may be deleted. Move the cursor to the RAIL Commodity field and press Delete. Press Return to accept the change.

If the shipment is rail, leave the MOTOR Commodity field blank and press Return repeatedly to move the cursor to the RAIL Commodity field. Proceed with step 1s.

If the motor commodity qualifies as a hazardous, explosive, or radioactive commodity, the system displays a flashing 'HAZ', 'EXP', and/or 'RAD' between the MOTOR and RAIL Commodity fields.

If the commodity qualifies for MFTRP (MTMC Freight Traffic Rules Publications) No. 1A, Item 200, Routing, the mileage displayed in the Total Miles field is recalculated with a 3% increase in mileage in the Total Miles field.

If a motor FAK code is entered in the MOTOR Commodity field, it is removed and placed in the MOTOR FAK field.

m If the MOTOR FAK field is not completed automatically by entry of the MOTOR commodity code, type the six- or eight-character MOTOR FAK code and press **Return**. (Refer to Department of Defense Standard Tender of Freight Services, Military Traffic Form 364-R, Instructions for Use, for a list of motor FAK codes.) If a motor FAK code is not desired but exists in the field, press **Delete** and press **Return** in the blank field to move the cursor to the MOTOR Equipment field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Motor equipment code
```

If the motor FAK code locates a cross-reference to a UFC FAK code, the UFC FAK code and description are displayed in the RAIL FAK field.

n Type the applicable two- or three-character motor equipment code and press **Return**. If the first equipment code entered in the MOTOR Equipment field has any equivalents, the codes are entered automatically in the adjacent MOTOR Equipment fields. Equivalent equipment codes are not entered in the remaining

equipment fields when the cursor is in the second or third field. If rating and ranking for an equivalent or substitute is not desired, move the cursor to the appropriate field and press **Delete**. Press **Return** to move the cursor to the next MOTOR Equipment field. A maximum of four codes may be entered. When all codes are entered, press **Return** in a blank field to move the cursor to the MOTOR Cap field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Capacity load indicator
```

Equipment codes that do not match the Master File Maintenance motor equipment codes are not accepted. An error message displays.

o Type **X** if the capacity load rating is applied to the equipment selected. Press **Return** to leave the field blank. The cursor moves to the MOTOR Vehicles Used field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Number of vehicles used - MOTOR
```

p The system displays a default entry of 1 in the MOTOR Vehicles Used field. If more than one vehicle is required, type the number of vehicles to be used. Press **Return** to move the cursor to the MOTOR Accessorial field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Motor Accessorial Service code
```

Multiple vehicles may be used as long as the commodity and weight is the same on each vehicle.

Multiple vehicles may be used as long as the commodity and weight are the same on each vehicle.

An entry of more than one vehicle is valid if the rate qualifier (the basis for calculation of the line-haul cost) is based on the number of vehicles used.

q Type the two-character code identifying the motor Accessorial Service required, if applicable, and press **Return**. Press **Return** to move the cursor to the next MOTOR Accessorial field. A maximum of five motor Accessorial Service codes may be entered. When all codes are entered, press **Return** in a blank field to move the cursor to the MOTOR Protective field. If motor Accessorial Services are not required, leave the fields blank and press **Return**. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Motor Transportation Protective Service code
```

Accessorial Service codes that do not match the Master File Maintenance motor Accessorial Service codes are not accepted. An error message displays.

r Type the two-character code identifying the motor Transportation Protective Service required, if applicable, and press **Return**. Press **Return** to move the cursor to the next MOTOR Protective field. A maximum of five codes may be entered. When all codes are entered, press **Return** in a blank field to move the cursor to the RAIL Commodity field. If motor Protective Services are not

required, leave the fields blank and press **Return**. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
UFC (Rail) commodity code
```

Protective Service codes that do not match the Master File Maintenance motor Protective Service codes are not accepted. An error message displays.

s Type the six- or eight-character UFC or DOD unique rail commodity code appropriate for the shipment and press **Return**. (Refer to Department of Defense Standard Tender of Freight Services, Military Traffic Form 364-R, Instructions for Use, for a list of commodity codes.) If the rail commodity code caused a UFC commodity code to be entered automatically, press **Return** to accept the code or remove the code by pressing **Delete** and then pressing **Return**. If the commodity is FAK applicable, the appropriate FAK code displays automatically. If the commodity is group applicable, the appropriate group code displays automatically when **Return** is pressed. If rail transportation is not required, the field may be left blank by pressing **Return**. The cursor moves to the RAIL FAK field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
UFC (Rail) FAK code: U99912, U9991201, U99913, or U9991301
```

Commodity codes that do not match the Master File Maintenance rail commodity codes are not accepted. An error message displays. Press Return.

If the rail commodity code locates a cross-reference to a NMFC commodity code, the NMFC commodity code and description are displayed automatically in the MOTOR Commodity field. If the shipment is rail only, then the NMFC code is deleted. Move the cursor to the MOTOR Commodity field and press Delete. Press Return to accept the change.

If the rail commodity being shipped qualifies as a hazardous, explosive, or radioactive commodity, the system displays a flashing 'HAZ', 'EXP', and/or 'RAD' between the RAIL and MOTOR Commodity fields.

If a rail FAK code is entered in the RAIL Commodity field, it is removed and placed in the RAIL FAK field.

If "1 of #" is displayed next to the commodity code, more than one related commodity code is applicable. Type N and press Return to view the next cross-reference code. Type P and press Return to view the previous cross-reference codes prior to acceptance.

t If the RAIL FAK field is not completed by the system, type the six- or eight-character rail FAK code and press **Return**. (Refer to Department of Defense Standard Tender of Freight Services, Military Traffic Form 364-R, Instructions for Use, for a list of rail FAK codes.) If a rail FAK code is not desired but exists in the field, press **Delete** and press **Return** in the blank field to move the cursor to the RAIL Equipment field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Rail Equipment code
```

If the rail FAK code locates a cross-reference to an NMFC FAK code, the NMFC FAK code and description are displayed in the MOTOR FAK field.

u Type the applicable two- or three-character rail equipment code and press **Return**. If the first equipment code entered in the RAIL Equipment field has any equivalents, the codes are entered automatically in the adjacent RAIL Equipment fields. If rating for an equivalent or substitute is not desired, move the cursor to the appropriate field and press **Delete**. Press **Return** to move the cursor to the next RAIL Equipment field. A maximum of four codes may be entered. When all codes are entered, press **Return** in a blank field to move the cursor to the RAIL Vehicles Used field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Number of vehicles used - RAIL
```

Equipment codes that do not match the Master File Maintenance rail equipment codes are not accepted. An error message displays. Press Return.

When motor equipment is used with rail equipment, CFM rates TOFC-COFC.

v The system displays a default entry of 1 in the RAIL Vehicles Used field. If more than one vehicle is required, type the number of vehicles to be used. Press **Return** to move the cursor to the RAIL Accessorial field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Rail Accessorial Service code
```

Multiple vehicles may be used as long as the commodity and weight are the same on each vehicle.

An entry of more than one vehicle is valid if the rate qualifier (the basis for calculation of the line-haul cost) is based on the number of vehicles used.

w Type the two-character code identifying the rail Accessorial Service required, if applicable, and press **Return**. Press **Return** to move the cursor to the next RAIL Accessorial field. A maximum of five rail Accessorial Service codes may be entered. When all codes are entered, press **Return** in a blank field to move the cursor to the RAIL Protective field. If rail Accessorial Services are not required, leave the fields blank and press **Return**. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Rail Transportation Protective Service code
```

Accessorial Service codes that do not match the Master File Maintenance rail Accessorial Service codes are not accepted. An error message displays. Press Return.

x Type the two-character code identifying the rail Transportation Protective Service required, if applicable, and press **Return**. Press **Return** to move the cursor to the next RAIL Protective field. A maximum of five codes may be entered. When all codes are entered, press **Return** in a blank field to move the cursor to the Avail Date field. If rail Protective Services are not required, leave the fields blank and press **Return**. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
V = view or B = background print
```

Protective Service codes that do not match the Master File Maintenance rail Protective Service codes are not accepted. An error message displays. Press Return.

y In the Avail Date field, the current date displays and the cursor moves to the Report Dest field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit                    [ ]
Enter menu selection
```

z Type the one-character code identifying the destination of the report (V = view or B = background print) and press Return. The rating and ranking process for the request is then performed by the system provided that no motor or rail Accessorial/Protective Services are required. If V is entered, the processing is viewed on the screen while the system searches for tenders satisfying the transportation requirements. If B is entered, the results are sent to the printer and the screen is cleared for entry of another rating/ranking request. The cursor returns to the menu selection prompt.

2 Type E if any entries need correcting. Press ↑ or Return to move the cursor to any field. Delete the information currently in the field by pressing Delete. Type the desired information and press Return. When all fields are completed and the REQ. NO is recorded for future reference, press F7. The menu selection prompt displays.

3 Type G to retrieve a previously entered Rating/Ranking Analysis entry. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit  Request Nbr     [      ]
Enter menu selection
```

a Type the request number of the desired request and press Return. The request displays and the cursor moves to the Requestor ID field. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
ID Number
```

b Use the Return or ↑ to position the cursor in the field to be changed. If an entry is in the field, press Delete, type the new data, and press Return to accept the changes. Press F7 to return to the menu selection prompt.

4 Type R to run the request. If a required entry is missing, an error message displays. The cursor returns to the first required field (not necessarily the incorrect field). Correct data in the required fields, pressing Return accept each change. Press F7 to return to the menu selection prompt. Type R again to run the process the Rating and Ranking analysis.

Required field entries must contain valid data for the Rating and Ranking function to begin.

Any request in which Accessorial/Protective Service requirements are identified is not processed immediately when a code is entered in the Report Dest field. The system displays a set of entry screens for each of the specified Accessorial/Protective Services

entered. Some screens require additional information to process the request. Other screens are informative only and do not require additional information. Follow on-screen instructions to complete the services entry. Some services do not have a change and therefore do not have an entry screen.

When all Accessorial/Protective Service entry screens are complete, the Rating/Ranking Analysis entry screen redisplays. The cursor returns to the Report Dest field. Type the appropriate code (V or B), and press **Return**. The cursor returns to the menu selection prompt. Type **R** to process the Rating/Ranking analysis.

When the view mode (V) is entered in the Report Dest field, the carriers that meet the shipment requirements are displayed three per screen at the conclusion of the rating and ranking process (Figure 4.3.6-8-62). The following prompt displays:

```
Fwd    Back    Print    Exit                                    [ ]
Enter menu selection
```

a Type **F** or **B** to move forward or back through the screens.

b Type **P** to print a copy of the report.

c Type **X** to exit without printing and return to the Rating/Ranking Analysis entry screen.

When the background print (B) mode is selected, the number of carriers specified in the No. of SCACs field is printed at the conclusion of the rating and ranking process. The Rating/Ranking Analysis entry screen is cleared for another request while the rating and ranking process occurs in the background and the report is sent to the printer.

5 Type **V** to view the CFM Ranked Total Cost List (Figure 4.3.6-8-62), which displays with the following prompt:

```
Fwd    Back    Print    Exit                                    [ ]
Enter menu selection
```

a Type **F** or **B** to move forward or back through the screens.

b Type **P** to print a copy of the report.

c Type **X** to exit without printing and return to the Rating/Ranking Analysis entry screen.

6 Type **X** to exit and return to the Rating and Ranking menu.

When a Rating/Ranking Analysis request is completed, the ranked carrier list is obtained for a shipment. The 'Why Did It Fail' request is used to determine why a carrier is not ranked or why a rate is selected. The system checks which tenders are effective, looked at, and why a SCAC or a carrier's rate is selected. The 'Why Did It Fail' request is accessed through the Rating/Ranking Analysis entry screen. These functions are explained in detail in sections 8.3.1 and 8.3.2.

```
     RANK. SCAC CARRIER NAME..................... TENDER SP FS  EFFECT   EXPIRES
TOTAL-COST  PHONE-1       PHONE-2       * EQU  COMMODITY   RATE..  RQ* LINE-HAUL
   MIN    ORIG-DEST  MILE1-2  WT.1-2 SV RATE1-2.. AMT1-2   SV RATE1-2.. AMT1-2
-------------------------------------------------------------------------------
       1.  CDFL OLD DOMINION FREIGHT LINE, INC 000492 00  0% 09/24/92-08/31/94
  $1152.00 (215)433-0461 (800)243-6335 * AV1 999913      960.0000 PQ   $1152.00
           MD                10000
           CA                19999
RINS: 141,116,111,131,164,327,371                          MISC COST:
-------------------------------------------------------------------------------
       2.  OVNT OVERNITE TRANSPORTATION COMPAN 003442 00  0% 02/24/92-02/24/94
  $1183.20 (301)796-8550 (301)754-5707   AV1 999913      986.0000 PQ   $1183.20
           MD                10000
           889000000         19999
RINS: 141,116,111,131,164,327,371                          MISC COST:
-------------------------------------------------------------------------------
       3.  CFWY CONSOLIDATED FREIGHT WAYS, INC 002665 00  0% 07/14/93-05/31/95
  $1183.20 (301)644-3900 (301)322-6517 * AV3 99991301    986.0000 PQ   $1183.20
           MD                10000
           BR                19999
RINS: 141,116,111,131,165,327,373                          MISC COST:
-------------------------------------------------------------------------------
 Fwd    Back    Print    EXit                                              [ ]
 Enter menu selection
 SNAPSHOT
     RANK. SCAC CARRIER NAME..................... TENDER SP FS  EFFECT   EXPIRES
TOTAL-COST  PHONE-1       PHONE-2       * EQU  COMMODITY   RATE..  RQ* LINE-HAUL
   MIN    ORIG-DEST  MILE1-2  WT.1-2 SV RATE1-2.. AMT1-2   SV RATE1-2.. AMT1-2
-------------------------------------------------------------------------------
       1.  CDFL OLD DOMINION FREIGHT LINE, INC 000492 00  0% 09/24/92-08/31/94
  $1152.00 (215)433-0461 (800)243-6335 * AV1 999913      960.0000 PQ   $1152.00
           MD                10000
           CA                19999
RINS: 141,116,111,131,164,327,371                          MISC COST:
-------------------------------------------------------------------------------
       2.  OVNT OVERNITE TRANSPORTATION COMPAN 003442 00  0% 02/24/92-02/24/94
  $1183.20 (301)796-8550 (301)754-5707   AV1 999913      986.0000 PQ   $1183.20
           MD                10000
           889000000         19999
RINS: 141,116,111,131,164,327,371                          MISC COST:
-------------------------------------------------------------------------------
       3.  CFWY CONSOLIDATED FREIGHT WAYS, INC 002665 00  0% 07/14/93-05/31/95
  $1183.20 (301)644-3900 (301)322-6517 * AV3 99991301    986.0000 PQ   $1183.20
           MD                10000
           BR                19999
RINS: 141,116,111,131,165,327,373                          MISC COST:
-------------------------------------------------------------------------------
 Fwd    Back    Print    EXit                                              [ ]
 Enter menu selection
```

Figure 8-62. CFM Ranked Total Cost List

8.1.3.1 Rating/Ranking Analysis — 'Why Did It Fail' Request

When 'Why Did It Fail' request is accessed, a separate window listing the carrier's SCACs is displayed over the Rating/Ranking Analysis entry screen. Up to thirteen SCACs are selected for a specific Rating/Ranking Analysis. After all desired SCACs are entered, the current Rating/Ranking Analysis report and the 'Why Did It Fail' request are viewed or printed. An example of the Rating/Ranking Analysis entry screen and the 'Why Did It Fail' request window is shown in Figure 8-63.

1 Access the Rating and Ranking function and display the Rating/Ranking Analysis entry screen. (See Section 8.1.3.)

2 Type G to retrieve a previous entry. Type the desired request number. Press Return if the number entered is less than six digits. The request displays and the cursor moves to the Requestor ID field.

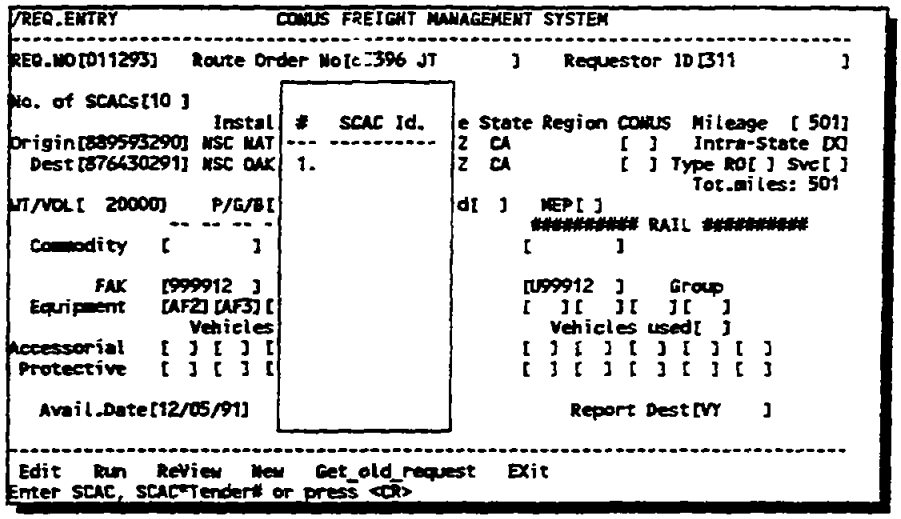


Figure 8-63. Rating/Ranking Analysis Entry — 'Why Did It Fail' Request Screen

3 Press ↑ or to position the cursor in the Report Dest field. If an entry is in the field, press Delete to remove the entry. Type **VY** (view) and press **Return**. A 'Why Did It Fail' request window is displayed in front of the Rating/Ranking Analysis entry screen. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Enter SCAC, SCAC*Tender# or press <CR>
```

4 Type the desired carrier's SCAC and press **Return**. The SCAC is placed in the first position in the window. If additional SCACs are desired, type the SCAC and press **Return**. A maximum of thirteen SCACs may be selected or entered for a request. When all SCACs are entered, press **Return** or **F7** to exit the window. The SCACs are arranged alphabetically. The Rating and Ranking Analysis Entry screen redisplays with the following prompt:

```
Edit  Run  ReView  New  Get_old_request  EXit                    [ ]
Enter menu selection
```

SCACs that do not match the Master File Maintenance SCACs are not accepted. An error message displays. Press Return.

5 Type **R** to run the request.

6 When the view mode (VY) is selected, the Rating/Ranking Analysis report displays. (See Section 8.1.3 above for details.)

7 After exiting the Rating/Ranking Analysis report, the 'Why Did It Fail' report displays. An example of the 'Why Did It Fail' report is shown in Figure 4.3.6-8-64. The following prompt displays:

```
'X'it, 'B'ack, 'F'wd or 'T'op
```

Press **Return** or type **F** (forward) to move to the next screen of the 'Why Did It Fail' report. Type **B** (back) to move to the previous screen. Type **T** (top) to move to the

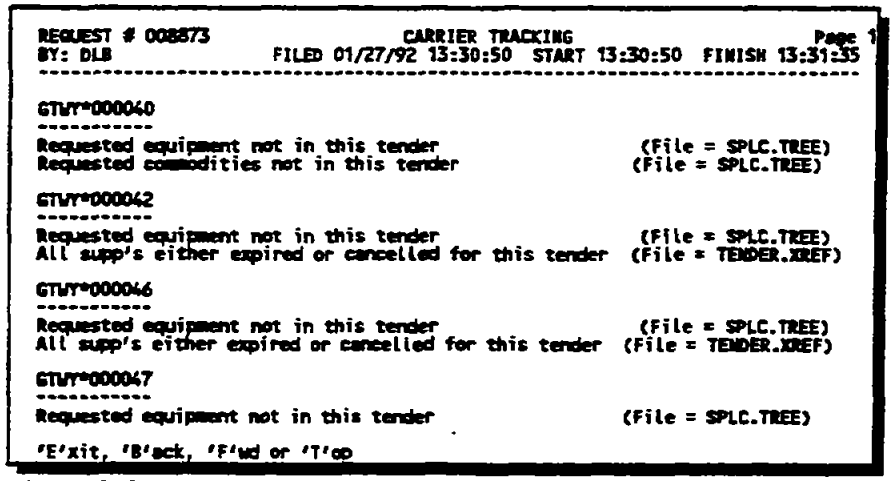


Figure 8-64. 'Why Did It Fail' Report Screen

first screen. Type X to exit the report. A blank Rating/Ranking Analysis entry screen displays.

8 Type X to exit and return to the Management Functions menu.

8.1.3.2 Rating/Ranking Analysis — Edit a 'Why Did It Fail' Request

A previously entered 'Why Did It Fail' request is edited in the Rating/Ranking Analysis function. SCACs may be added to or deleted from the current SCAC list. After all the desired SCACs are changed, the current Rating/Ranking Analysis report and the 'Why Did It Fail' request is viewed or printed. An example of the Rating/Ranking Analysis entry screen with the 'Why Did It Fail' request edit window is shown in Figure 4.3.6-8-65.

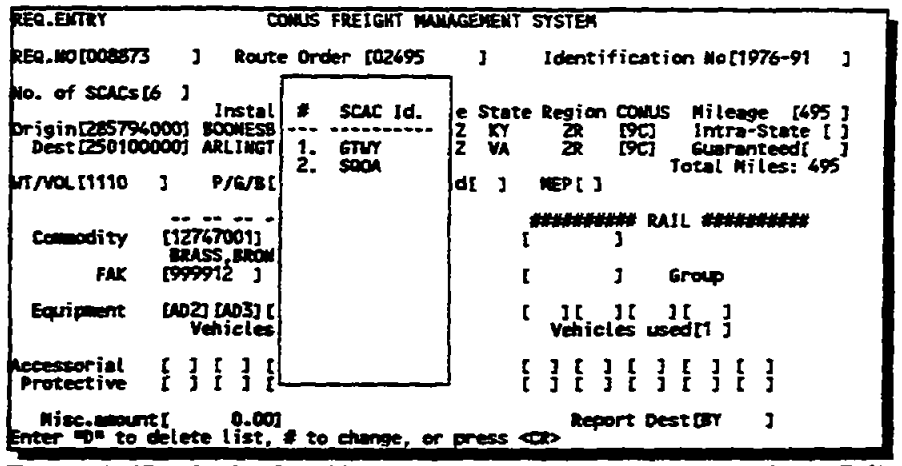


Figure 8-65. Rating/Ranking Analysis Entry With 'Why Did It Fail' Request Edit Window Screen

1 Access the Rating and Ranking function and display the Rating/Ranking Analysis entry screen. (See Section 8.3.)

2 Type G to retrieve a previous entry. Type the request number of the desired request. Press Return if the number entered contains less than six digits. The system displays the request and moves the cursor to the Requestor ID field.

3 Press ↑ to position the cursor in the Report Dest field. If an entry is in the field, press Delete to remove the entry. Type VY (view) and press Return. The current alphabetical SCAC list in the 'Why Did it Fail' request edit window displays. The following prompt displays:

```
Edit Run ReView New Get_old_request EXit                    [ ]
Enter "D" to delete list, # to change, or press <CR>
```

a To delete the list, type D and press Return. The SCAC list is deleted and the cursor is placed in the 'Why Did It Fail' request window. The following prompt displays:

```
Edit Run ReView New Get_old_request EXit
Enter SCAC, SCAC*Tender# or press <CR>
```

Enter a new list of SCACs or press Return to exit the 'Why Did It Fail' request window.

b To change or delete a SCAC, type the number of the SCAC required and press **Return**. The cursor is placed in the window next to the selected SCAC. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Enter New SCAC or Tender # or "D" to delete this item
```

To change the SCAC, type the new SCAC and press **Return**. To delete the SCAC, type **D** and press **Return**. The SCAC is removed and the list is reorganized alphabetically.

c If an additional SCAC is desired, type the number following the last number on the SCAC list. The following prompt displays:

```
Edit  Run  ReView  New  Get_old_request  EXit
Enter SCAC, SCAC"Tender# or press <CR>
```

Type the carrier's SCAC and press **Return**. Continue making additions by typing the new SCACs and pressing **Return**. When all SCACs are added, press **Return**.

4 Type **R** to run the request.

5 When the view mode is selected, the Rating/Ranking Analysis report displays on the screen. (See section 8.3.1, step 1z for details.)

6 After exiting the Rating/Ranking Analysis report, the 'Why Did It Fail' report displays with the following prompt:

```
'X'it, 'B'ack, 'F'wd or 'T'op
```

Type **F** (forward) to move to the next screen of the 'Why Did It Fail' Request report. Type **B** (back) to move to the previous screen of the report. Type **T** (top) to move to the first screen. Type **X** to exit the report. A blank Rating/Ranking Analysis entry screen displays.

7 Type **X** to exit the current request and return to the Management Functions menu.

8.1.4 Completed Shipment Information

The Completed Shipment Information function provides the capability to review shipments completed by CFM. The Completed Shipment Information report provides a report of carriers that were approved for shipments. This report may be viewed, downloaded, faxed, or printed.

When **3. Completed Shipment Information** is selected from the Rating and Ranking menu, the Completed Shipment Information Explanation screen (Figure 4.3.6-8-66) displays with the following prompt:

```
Continue     EXit                                                    [ ]
Enter menu selection
```

```
                        CONUS Freight Management System
-------------------------------------------------------------------------------


                        COMPLETED SHIPMENT INFORMATION

          The Completed Shipment Information function provides the
        capability to review shipments completed by the CFM system.
        Shipment responses may be accessed individually using Route Order
        number, Shipment ID, or  Agency ID as well as in groups by
        completion date.  All shipment data and carrier listing information
        may be viewed, downloaded, faxed, or printed as requested.









-------------------------------------------------------------------------------
Continue     EXit                                                       [ ]
Enter menu selection
```

Figure 8-66. Completed Shipment Information Explanation Screen

1 Type **C** to continue with the Completed Shipment Information process. The following prompt displays:

```
Continue     EXit                                          "O" or "D"? [D]
Review "O"ne routing or select from completion "D"ate range
```

a Type **O** to select routing information using Route Order Number, Shipment ID, or Agency ID. The following prompt displays:

```
Continue     EXit                                          1 or 2 or 3? [ ]
Choose (1) Route Order Number, (2) Shipment ID, or (3) Agency ID
```

i Type **1** for Route Order Number. The following prompt displays:

```
Continue     EXit                                          [          ]
Enter the desired Route Order Number
```

Type the desired Route Order Number and press Return. The View Carrier Overview screen (Figure 8-67) displays with the following prompt:

```
Nxt-Group Prv-Group Fwd Back MoreRight MoreLeft Detail PrinT EXit   [ ]
Enter menu selection
```

```
Group: 1 of  1              VIEW CARRIER OVERVIEW        Ship ID: 10019940310O2
Minimum aggregate cost:      315.00                Best value:     315.00 (GROUP: 1)

List#  Rank ST SCAC  LHaul-cost Total-cost  Rank ST SCAC  LHaul-cost Total-cost
------------------------------------------------------------------------------
 1.     1  -  ISYS     315.00     315.00     4  *  MGLS    1093.36    1093.36
        2  *  BAGT    1010.32    1010.32     5  *  YFSY    1617.00    1617.00
        3  *  PSTV    1072.60    1072.60     6  *  TSMT    1730.00    1730.00
        Total Carriers :  10     Status : ** COMPLETED

------------------------------------------------------------------------------
Nxt-Group Prv-Group Fwd Back MoreRight MoreLeft Detail PrinT EXit          [ ]
Enter menu selection
```

Figure 8-67. View Carrier Overview Screen

Type N to display another approved group within the shipment.

Type P to display the previously approved group within the shipment.

Type F to move forward one screen in a list of carriers.

Type B to move backward one screen in a list of carriers.

Type R to display additional carriers of the currently displayed list.

Type L to display the previous carriers of the currently displayed list.

Type D to display detailed information of a selected carrier list.

The Rated Carrier List Screen (Figure 8-68), displays the carriers that were found during the rating and ranking process in order from the lowest to highest estimated cost. The following prompt displays:

```
Fwd    Back    EXit                                                    [ ]
Enter menu selection
```

Type F to view the next page of rated carriers.

Type B to view the previous page of rated carriers.

Type X to exit the Rated Carrier List Screen and return to the View Carrier Overview screen.

Type T to print the View Carrier Overview Screen. If the request is from an Area Command the following prompt displays:

```
Nxt-Group Prv-Group Fwd Back MoreRight MoreLeft Detail PrinT EXit      [Y]
FAX this Shipment Response to Transportation Officer (Y/N)?
```

```
     RANK. SCAC CARRIER NAME..................... TENDER SP FS  EFFECT   EXPIRES
TOTAL-COST  PHONE-1        PHONE-2       * EQU  COMMODITY    RATE..  RQ* LINE-HAUL
   MIN     ORIG-DEST   MILE1-2  WT.1-2 SV RATE1-2.. AMT1-2    SV RATE1-2.. AMT1-2
-------------------------------------------------------------------------------
       1.- ISYS ISYS TRUCKING                    000112 00  0% 04/21/93-04/01/95
   $315.00 (900)967-7734                  AV3 999912        0.4500 PM*   $315.00
  *M*      9C
  *R* (04) 9C
RINS: 141,116,111,131,162,327,373                          MISC COST:
-------------------------------------------------------------------------------
       2.* BAGT BAGGETT TRANSPORTATION CO         000286 00  0% 09/20/93-09/19/95
  $1010.32 (800)633-8982 (205)322-6501    AV3 999913        1.4600 PM   $1010.32
           9C
           2R
RINS: 141,116,111,131,164,327,373                          MISC COST:
-------------------------------------------------------------------------------
       3.* PSTV PST VANS,INC.                    002037 00  0% 11/30/92-11/30/94
  $1072.60 (800)321-7817                  AV3 999913        1.5500 PM   $1072.60
  *M*      IL
           DC
RINS: 141,116,111,131,164,327,373                          MISC COST:
-------------------------------------------------------------------------------
Fwd     Back     EXit                                                      [ ]
Enter menu selection
```

Figure 8-68. Rated Carrier List Screen

Press Return (Y is displayed in the field).

A message displays indicating that the report is compiling and being sent to the fax. The following prompt displays:

```
Nxt-Group Prv-Group Fwd Back MoreRight MoreLeft Detail PrinT EXit
Shipment Response has been submitted for faxing. Press <CR>.
```

Press Return. The following prompt displays:

```
Nxt-Group Prv-Group Fwd Back MoreRight MoreLeft Detail PrinT EXit
Report is complete and has been sent to the printer. Press <CR>.
```

Press Return. The View Carrier Overview screen displays and the cursor returns to the menu selection prompt.

Type N if the View Carrier Overview Screen is not to be printed. The following prompt displays:

```
Nxt-Group Prv-Group Fwd Back MoreRight MoreLeft Detail PrinT EXit
Report is complete and has been sent to the printer. Press <CR>.
```

Press Return. The View Carrier Overview screen displays and the cursor returns to the menu selection prompt.

Type X to exit and return to the Completed Shipment Information explanation screen.

ii Type 2 for Shipment ID. The following prompt displays:

```
Continue     EXit                                  [           ]
Enter the desired Shipment ID
```

Type the desired Shipment ID. The View Carrier Overview screen (Figure 8-67) displays with the following prompt:

```
Nxt-Group Prv-Group Fwd Back MoreRight MoreLeft Detail PrinT EXit   [ ]
Enter menu selection
```

Follow the same steps as identified in part i, Route Order Number, above.

iii Type 3 for Agency ID. The following prompt displays:

```
Continue     EXit                                          [           ] Enter
the desired Agency ID
                        CONUS Freight Management System
-------------------------------------------------------------------------------

              ALL SHIPMENTS CONTAINING AGENCY ID "TEST02"
              ------------------------------------------
              1.  1001994035002      97BAAAAAOA      TEST02
              2.  1001993334002      97BAAAACDA      TEST02









-------------------------------------------------------------------------------
Continue     EXit                                              1 - 2? [ ]
Choose the correct shipment to review
```

Figure 8-69. Completed Shipment Information for Agency ID

Type the desired Agency ID. If more than one shipment contains that Agency ID, shipments for that agency ID screen (Figure 8-69) displays with the following prompt:

```
Continue     EXit                                    1 - 15? [ ] Choose
the correct shipment to review or press <CR>.
```

Type the desired shipment number from the list. If less than two digits are entered, press Return. The View Carrier Overview Screen displays with the following prompt:

```
Nxt-Group Prv-Group Fwd Back MoreRight MoreLeft Detail PrinT EXit      [ ]
Enter menu selection
```

Follow the same steps as identified in part i, Route Order Number, above.

b Press Return (D is displayed in the brackets) to select completed shipments in a specific date range. The following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit      [05/17/94]
Enter the beginning date (MMDDYY) or <CR> for today
```

Enter the desired beginning date in MMDDYY format or press Return to accept the displayed current date. The following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit      [05/17/94]
Enter the ending date (MMDDYY) or <CR> for today
```

If the displayed date is acceptable, press Return. If a different ending date is desired, enter the new date in MMDDYY format. A message displays indicating that the data is being compiled. A list of completed shipments displays (Figure 4-3-6-8-70) with the following prompt:

```
                        VIEW COMPLETED SHIPMENTS          - Daniel, Thurman

Area[H]  Branch[ ] Section[     ]  Tech[   ] GBLOC[    ]-[ ]  FaxReq[ ] TP[ ]
-------------------------------------------------------------------------------
No.  T#  GBLOC  Ship ID Completed TP Orig-SPLC Dest-SPLC  Commod    Quantity
-------------------------------------------------------------------------------
 1.      CAMM01 4069003 089-09:40  3 447174290 625563250  06430001     25000
 2.      TEST99 4087003 089-13:28  1 240000000 380000000  999912       50000
```

Figure 8-70. View Completed Shipments for Completed Dates

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit          [ ]
Enter menu selection
```

i Type S to select the list of shipments by area, branch, section, technician, GBLOC-site number, fax request status, and transportation priority. When a technician selects criteria to display specific shipments, the cursor moves to the top of the screen, in the Section field. Continue with step 1c. When a manager selects criteria to display specific shipments, the cursor moves to the Area field. The following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit
Enter desired Area (E=Eastern, W=Western, H=Headqtrs)
```

Type the area to search based on the technician's organization: H = Headquarters, E = Eastern, and W = Western. The cursor moves to the Branch field and the following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit
Enter desired Branch (G=General Commod, S=Special Commod)
```

Type the branch to search based on either G = General or S = Special. Leave blank to include all branches. If the desired branch is G, the cursor moves to the Section field and the following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit
Enter desired Section (NORTH, SOUTH)
```

Type the section to search based on the technician's organization: NORTH = Northern, SOUTH = Southern.

If the desired branch is S, the cursor moves to the Section field and the following prompt displays:

Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit Enter desired Section (AMMO, BULKL, SPECM)

Type the section to search based on the technician's organization: AMMO = Ammuninition, BULKL = Bulk Liquid, and SPECM = Special Move.

Leave blank to include all sections. The cursor moves to the Tech field and the following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit
Enter desired Technician number
```

Type the technician's three digit number to search, which is based on the technician's organization. Leave blank to includes all technicians. The cursor moves to the GBLOC field and the following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit
Enter desired GBLOC
```

Type the shipper GBLOC, or leave blank to include all GBLOCs. When a GBLOC is entered, the cursor moves to the second GBLOC field and the following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit
Enter desired site number
```

Type the two digit Field Module or Area Command site number. Leave blank and press **Return** to include all site numbers. When a site number is entered, the cursor moves to the FaxReq field and the following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit
Enter FAX request status
```

Type **Y** or **N** for the fax request status. Leave blank to include all shipments regardless of status. The cursor moves to the TP field and the following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit
Enter Transportation Priority (1, 2, or 3)
```

Type the transportation priority of the shipment (1, 2, or 3) to search, or leave blank to include all priorities. Press **Return** to display the selected shipments on the View Completed Shipment screen.

ii Type **A** for the DAtes function to display a list of shipments from a ranges of dates. Continue at step b.

iii Type **T** to display the shipments for the current technician (Tech). Type **T** again to return to the complete shipment listing for the technician's section.

iv Type **R** to request the list of completed area command shipments to be faxed. Type **R** again to return to the complete shipment listing.

v Type **D** to display detailed information on a selected shipment. This is a view only option. The following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit    [   ]
Enter the shipment number for which you wish to view detail (MMM)
```

Enter the desired shipment number to be viewed. (See explanation for functions of View Carrier Overview screen in step 1a above.)

vi Type **P** to print the detail of a desired shipment. The following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit      [  ]
Enter the shipment number for which you wish to Print detail (NNN)
```

Type the desired shipment number from the list on the View Completed Shipment screen. Press **Return** if less than three digits. If the request is from an Area Command the following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit      [Y]
FAX this Shipment Response to Transportation Officer? (Y or N)
```

Press **Return** (Y is displayed in the field). A message displays indicating that the report is compiling and being sent to the fax.

Type **N** to send the request to the printer only. The following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit
Shipment Response has been submitted for faxing.  Press <CR>.
```

Press **Return**. The following prompt displays:

```
Select DAtes Tech FaxReq Detail Print Fwd(b) Back(t) More EXit
Report is complete and has been sent to the printer.  Press <CR>.
```

Press **Return**. The View Completed Shipment screen displays and the cursor returns to the menu selection prompt.

vii Type **F** to move forward (Fwd(b)) one screen in a list of shipments with more than 15 shipments. Type **b** to move to the bottom of the complete list.

viii Type **B** to move backward (Back(t)) one screen in a list of shipments that contains more than 15 shipments. Type **t** to move the cursor to the top of the complete list.

ix Type **M** to see more shipment information to the right. Type **M** again to return to the beginning of shipment information.

x Type **X** to exit the View Completed Shipments screen and return to the Completed Shipment Information explanation screen.

2 Type **X** to exit the Completed Shipment Information explanation screen and return to the Rating and Ranking menu.

8.2 Terminal Facilities Guide

Press 2 on the Host Utilities submenu to access the Terminal Facilities Guide on the CFM Host. After selecting this option, you will be asked if you would like to call the Host. If you would like to proceed, highlight <Yes>. The CFM Field Module will then connect to the Host system. You should log on as you normally do.

8.2.1 Purpose of the Transportation Facilities Guide Tutorial

The purpose of the Transportation Facilities Guide (TFG) tutorial is to provide the user with necessary information and step-by-step procedures to use the TFG on-line application system effectively. The TFG contains information on transportation facilities of the Departments of the Army, Navy and Air Force, and is used to determine the proper routing costs for DOD freight and passenger movements between points within the Continental United States (CONUS). The Transportation Facilities Guide Tutorial *Manual* is intended for use by all personnel who need to view, maintain, or update data from the TFG system.

8.2.2 Accessing the System

To access TFG, a user must have a keyboard and terminal connected to the TFG on-line system. The appropriate installation files must be stored in the current directory. The Transportation Facilities Guide Main Menu screen will display (Figure 8-71).

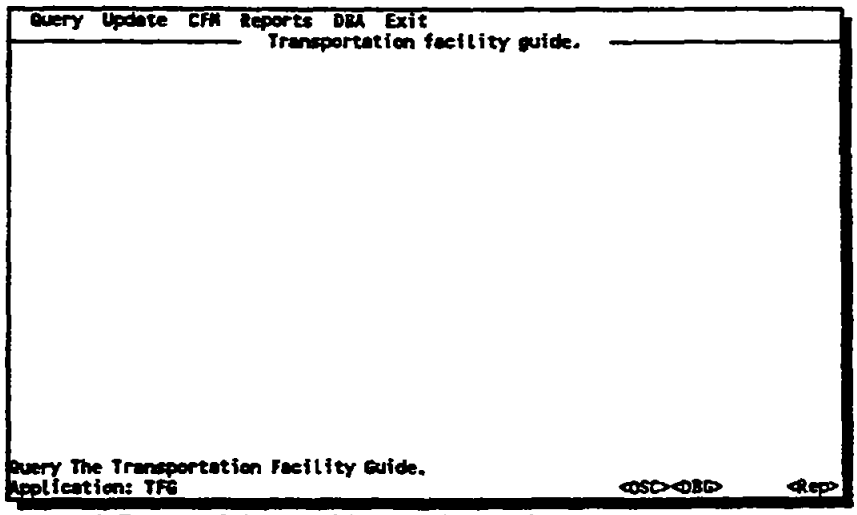


Figure 8-71. Training Facilities Guide Main Menu.

Before accessing TFG, the FM user should get their site's TFG login & password from Lisa Pierce. (DSN 226-8764, Commercial (703)696-8764)

To access the TFG from the Field Module
1) Enter the CFM Field Module
2) Go to **7.CFM Host Systems Utilities**
3) Then go to **2.Transportation Facilities Guide**
4) CFM will prompt you **"Call the TFG Host System?"** press **<YES>**
5) CFM will dial the TFG, connect and will leave the user at the **BAILEYSX-TS1>** prompt
6) Type at the BAILEYSX-TS1> **HPCFM1** (press enter)
7) At the TFG Login prompt, type in your assisgned LOGIN (in capital letters!) and press enter
8) At the TFG password prompt, type in your assigned password (in lower caps) and press enter
9) When Term = (VT220) displays, press enter

8.2.3 Processing Procedures

The TFG data is accessed by scrolling through a series of screens. All users can query the data (see Section 4.0 for detailed instructions). Only owners of a record can access the update option for that record (see Section 5.0 for detailed instructions).

8.2.4 Querying Transportation Facilities Guide Data

Press Enter to choose the highlighted Query from the TFG main menu. The Transportation Facilities Guide General Section screen (Figure 8-72) displays. At the bottom of the screen the words "Enter a query; press PF1 to execute, PF4 to cancel" appear with a list of keys used to move the cursor. The cursor appears at the DODAAC field.

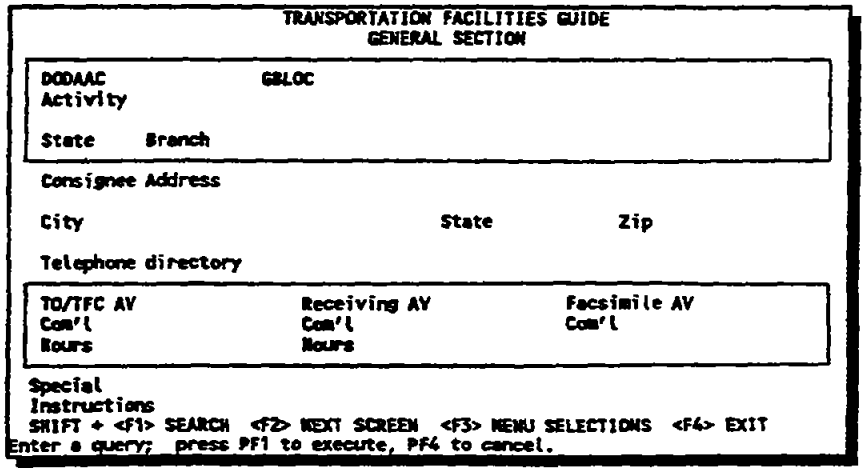


Figure 8-72. Transportation Facilities Guide General Section.

The Transportation Facilities Guide General Section screen contain fields for entering general data for activities stored in the TFG database. The screen is designed so that information accessed most often is placed first, and information needed less often is placed on screens further back. Once you perform a query and retrieve information for activities, you can access all other screens on the various shipping methods as detailed in sections 8.2.4.6 through 8.2.4.11. Records may be queried by DODAAC, GBLOC, branch of service, or state as detailed in sections 8.2.4.1 through 8.2.4.4.

8.2.4.1 Query by DODAAC

1 Type the DODAAC of the activity you wish to view. If the entire GBLOC or DODAAC is not known, part of the name plus a wildcard character may be used to retrieve records. The wildcard character replaces any remaining characters. For example, to search for all GBLOCs that begin with "FD", type FD%. The percent sign (%) is the wildcard character and can be used anywhere in the field.

2 Press Shift-F1 (SEARCH). The system performs the query and Figure 8-73 displays. At the bottom of the screen, the word "Working ..." displays briefly. The fields display data automatically for this activity.

3 Press Enter to move the cursor from field to field.

4 Press Shift-F2 (NEXT SCREEN) to see more information of the general section (Figures 8-74, 8-74 – 8-75, and 8-76). The DODAAC number displays on each page in the upper right corner.

5 Continue pressing Shift-F2 (NEXT SCREEN) until "Page 4, General" displays. The general section contains a total of four pages.

6 Press Shift-F1 (PREV PAGE) to return to previous pages of the general section.

7 Press Shift-F3 (MENU SELECTIONS) to get information on the various shipping methods. See section 8.2.4.5, 8.2.5.1 for details.

8 Press Shift-F4 (EXIT) to exit the query screens and return to the main menu.

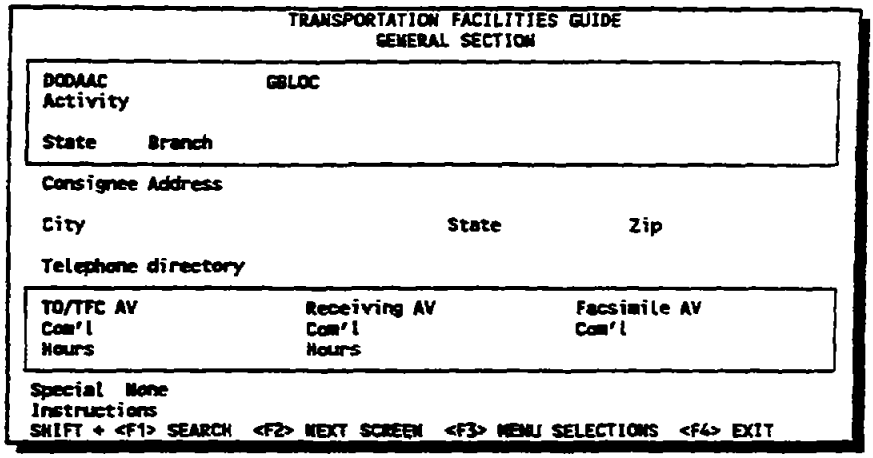


Figure 8-73. Transportation Facilities Guide General Section (Figure 1 of 4).

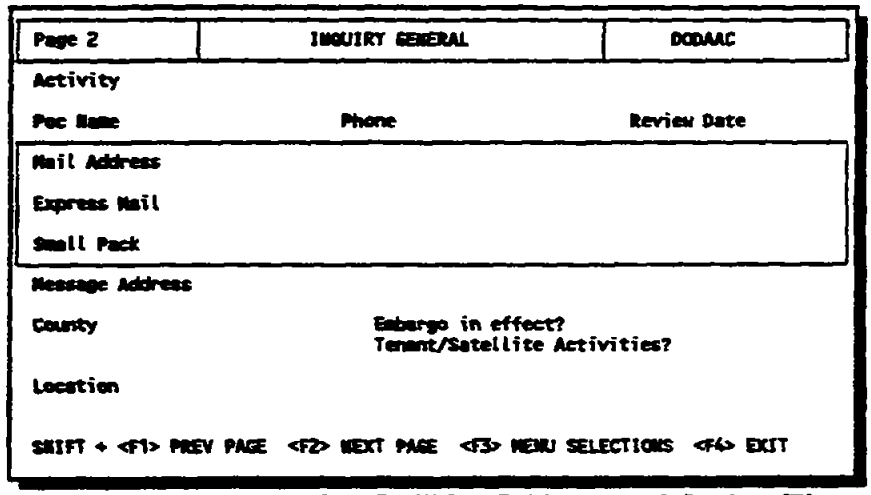


Figure 8-74. Transportation Facilities Guide General Section (Figure 2 of 4).

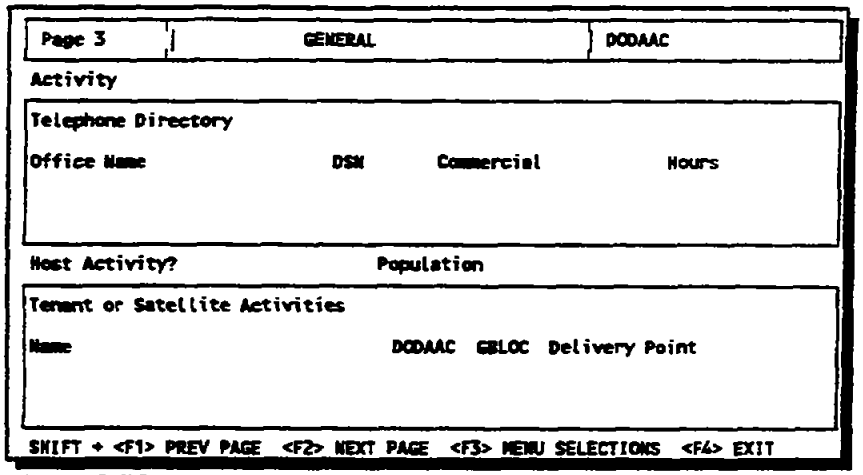


Figure 8-75. Transportation Facilities Guide General Section (Figure 3 of 4).

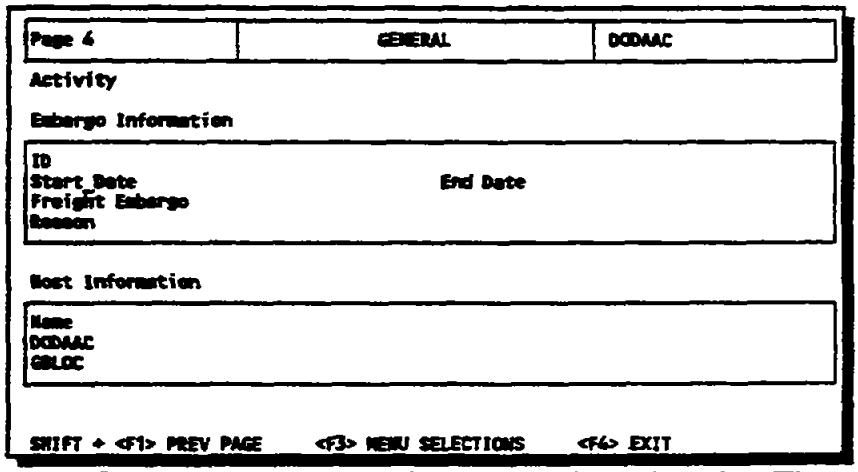


Figure 8-76. Transportation Facilities Guide General Section (Figure 4 of 4).

8.2.4.2 Query by GBLOC

1 Press **Enter** to move the cursor to the GBLOC field.

2 Type the **GBLOC** for the activity you wish to view. If the entire GBLOC or DODAAC is not known, part of the name plus a wildcard character may be used to retrieve records. The wildcard character replaces any remaining characters. For example, to search for all GBLOCs that begin with "FD", type **FD%**. The percent sign (%) is the wildcard character and can be used anywhere in the field.

3 Press **Shift-F1** (SEARCH). The system performs the query. At the bottom of the screen, the word "Working ..." displays briefly. The fields display data automatically.

4 Press **Enter** to move the cursor from field to field.

5 Press **Shift-F2** (NEXT SCREEN) to see more information of the general section. The DODAAC number displays on each page in the upper right corner.

6 Continue pressing **Shift-F2** (NEXT SCREEN) until "Page 4, General" displays. The general section contains a total of four pages.

7 Press **Shift-F1** (PREV PAGE) to return to previous pages of the general section.

8 Press **Shift-F3** (MENU SELECTIONS) to get information on the various shipping methods. See section 8.2.4.5, 8.2.5.1 for details.

9 Press **Shift-F4** (EXIT) to exit the query screens and return to the main menu.

8.2.4.3 Query by State

1 Press Enter until the cursor moves to the State field.

2 Type the two letter State code.

3 Press Shift-F1 (SEARCH). The system performs the query. At the bottom of the screen, the word "Working ..." displays briefly. The fields automatically display data for this activity.

4 Press Enter to move the cursor from field to field.

5 Press Shift-F2 (NEXT SCREEN) to see more information of the general section. The DODAAC number displays on each page in the upper right corner.

6 Continue pressing Shift-F2 (NEXT SCREEN) until "Page 4, General" displays. The general section contains a total of four pages.

7 Press Shift-F1 (PREV PAGE) to return to previous pages of the general section.

8 Press Shift-F3 (MENU SELECTIONS) to get information on the various shipping methods. See section 8.2.4.5, 8.2.5.1 for details.

9 Press Shift-F4 (EXIT) to exit the query screens and return to the main menu.

8.2.4.4 Query by Branch

1 Press **Enter** until the cursor moves to the Branch field.

2 Type the military **Branch** code.

3 Press **Shift-F1** (SEARCH). The system performs the query. At the bottom of the screen, the word "Working ..." displays briefly. The fields display data automatically.

4 Press **Enter** to move the cursor from field to field.

5 Press **Shift-F2** (NEXT SCREEN) to see more information of the general section. The DODAAC number displays on each page in the upper right corner.

6 Continue pressing **Shift-F2** (NEXT SCREEN) until "Page 4, General" displays. The general section contains a total of four pages.

7 Press **Shift-F1** (PREV PAGE) to return to previous pages of the general section.

8 Press **Shift-F3** (MENU SELECTIONS) to get information on the various shipping methods. See section 8.2.4.5, 8.2.5.1 for details.

9 Press **Shift-F4** (EXIT) to exit the query screens and return to the main menu.

8.2.4.5 Transportation Facilities Guide Section Menu

The Transportation Facilities Guide Section Menu (Figure 8-77) is used to view additional shipping information (i.e., size of motor shipment, type of bulk liquids). There are nine available options to select, six shipping methods and three menu function keys. Each option is explained in sections 8.2.4.6 through 8.2.4.14.

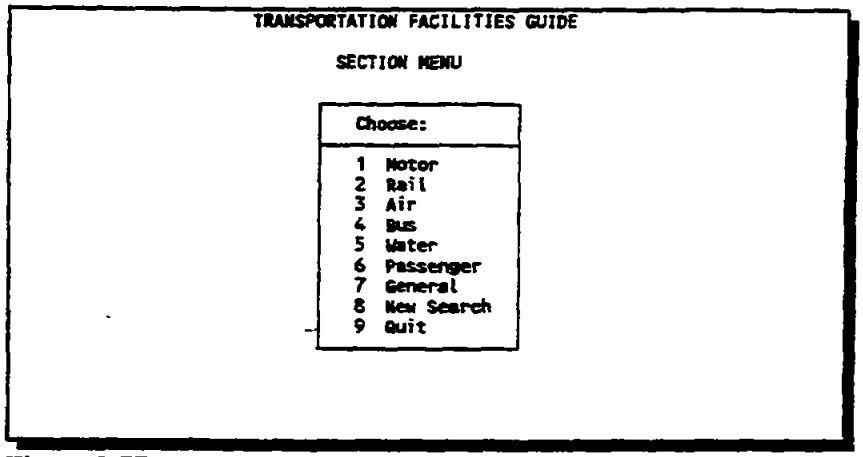


Figure 8-77. Transportation Facilities Guide Section Menu.

8.2.4.6 Querying Motor Shipping and Receiving Information

To view records on motor shipping and receiving, search for the activity to view on the first page of the general section. A query can be performed only from the first page of the general section. Follow the instructions for querying general information to retrieve data for activity you wish to view. Once the requested activity appears, use the following directions:

1 Press **Shift-F3**. The Transportation Facilities Guide Section menu screen displays (See Figure 8-77).

2 Type **1** and press **Enter**. The Motor Shipping and Receiving Information screen (Figure 8-78) displays. The DODAAC from page one appears in the top right-hand corner. The activity name appears in the top-center. Data for the motor section is retrieved and appears on the screen. To move from page to page use the next page and previous page keys (Figures 8-79 and 8-80).

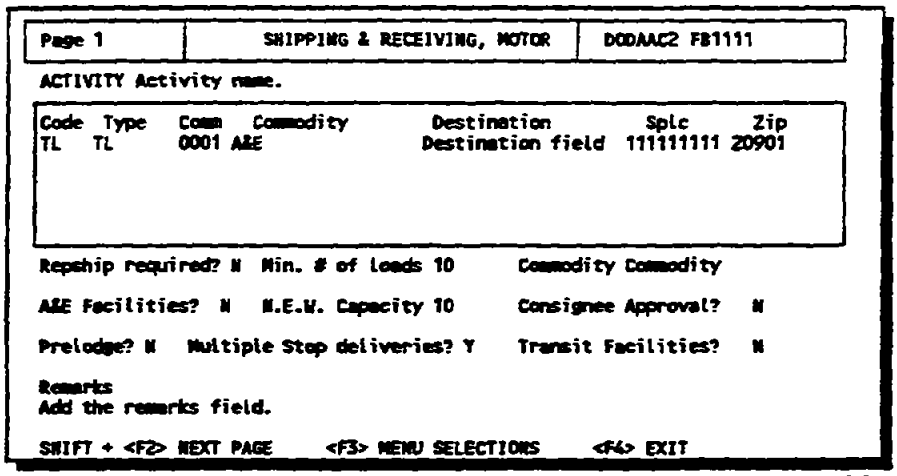


Figure 8-78. Motor Shipping and Receiving Information (Figure 1 of 3).

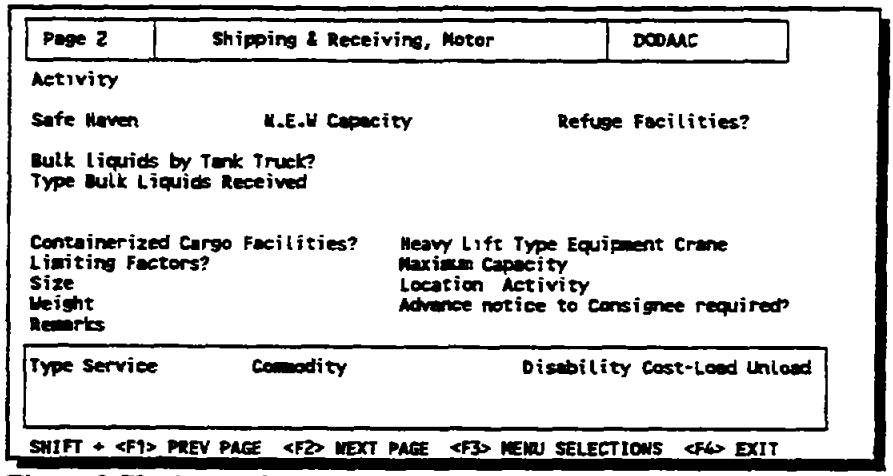


Figure 8-79. Motor Shipping and Receiving Information (Figure 2 of 3).

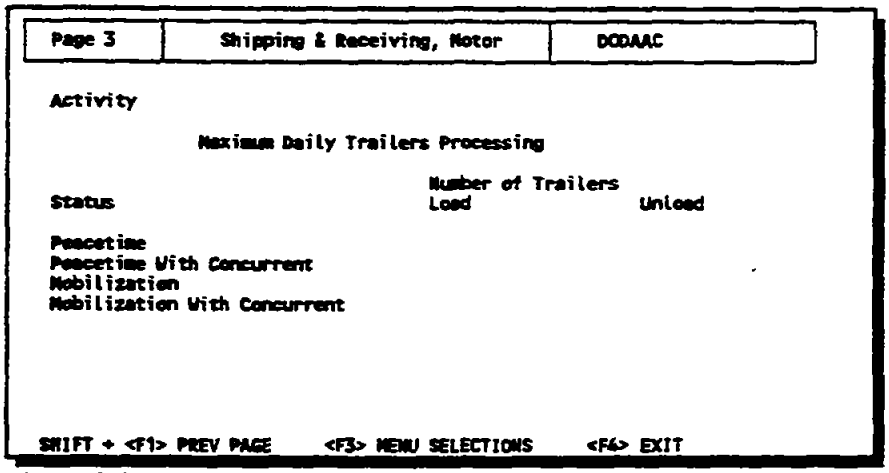


Figure 8-80. Motor Shipping and Receiving Information (Figure 3 of 3).

8.2.4.7 Querying Rail Shipping and Receiving Information

To view records on rail shipping and receiving, search for the activity you wish to view on the first page of the general section. A query can be performed only from the first page of the general section. Follow the instructions for querying general information to retrieve data for the activity or activities you wish to view. Once the requested activity appears on the screen, use the following directions:

1 Press Shift-F3 (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure 8-77).

2 Type 2 and press Enter. The Rail Shipping and Receiving Information screen (Figure 8-81) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears in the center. Data for the rail section is retrieved and appears in the screen. Move from page to page of the rail section by using the next page and previous page keys (Figures 8-82 and 8-83).

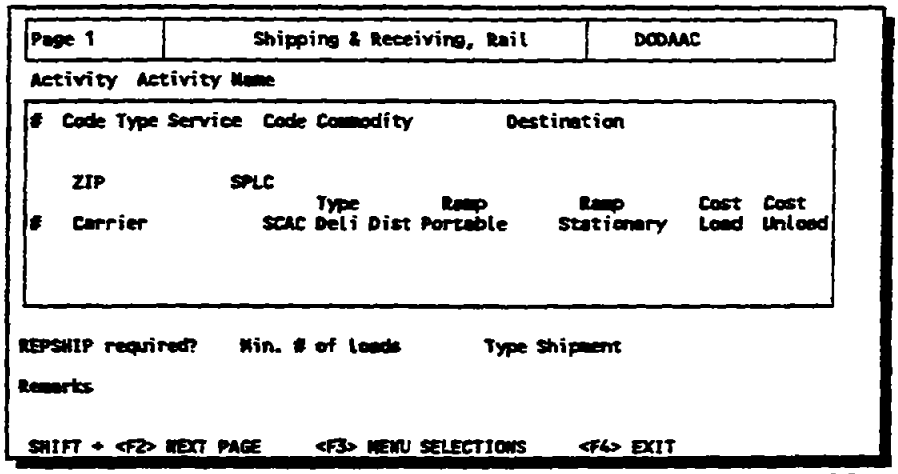


Figure 8-81. Rail Shipping and Receiving Information (Figure 1 of 3).

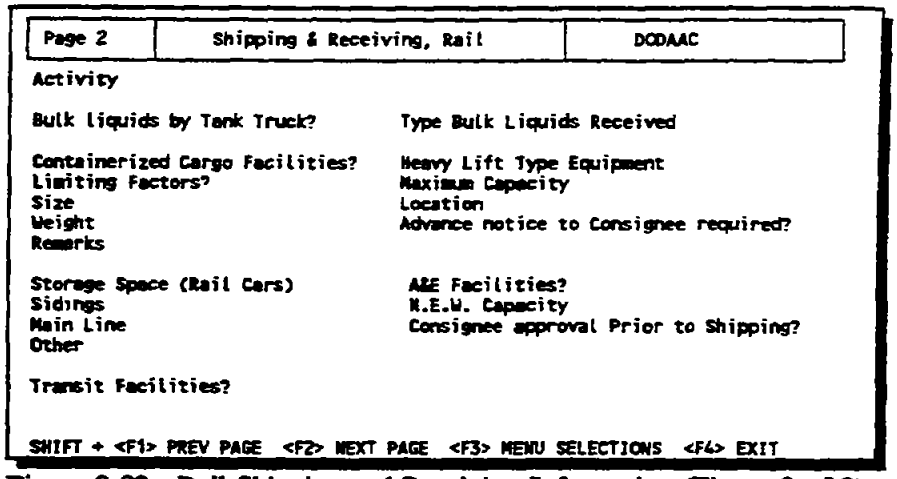


Figure 8-82. Rail Shipping and Receiving Information (Figure 2 of 3).

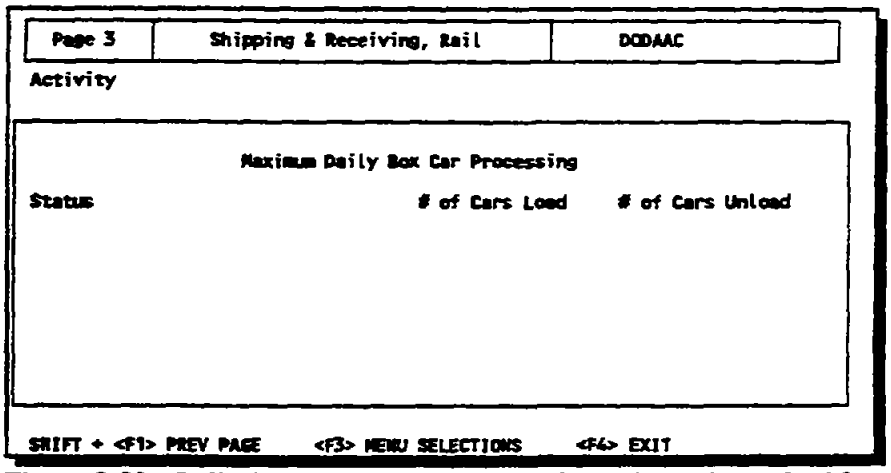


Figure 8-83. Rail Shipping and Receiving Information (Figure 3 of 3).

8.2.4.8 Querying Air Shipping and Receiving Information

To view records on air shipping and receiving, search for the activity you wish to view on the first page of the general section. A query can be performed only from the first page of the general section. Follow instructions for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears on the screen, use the following directions:

1 Press Shift-F3 (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure 8-77).

2 Type 3 and press Enter. The Air Shipping and Receiving Information screen (Figure 8-84) displays. The DODAAC from page one of the general section appears in the top right-hand corner. The activity name appears at the top-center. Data for the air section is retrieved and appears on the screen. As with the general section, move from page to page of the air section by using next page and previous page keys (Figures 8-85 and 8-86).

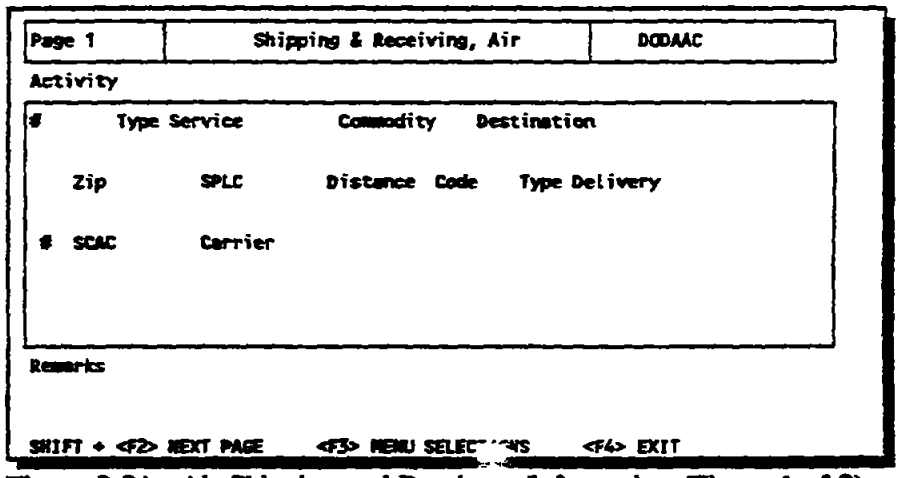


Figure 8-84. Air Shipping and Receiving Information (Figure 1 of 3).

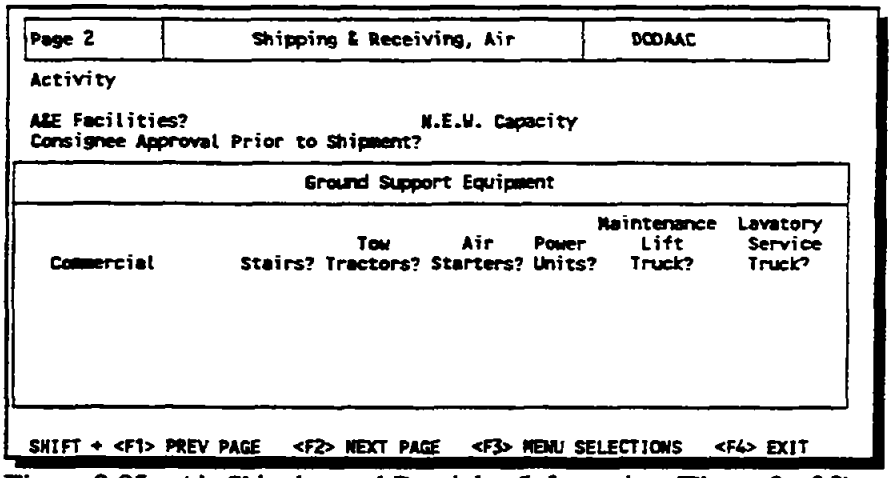


Figure 8-85. Air Shipping and Receiving Information (Figure 2 of 3).

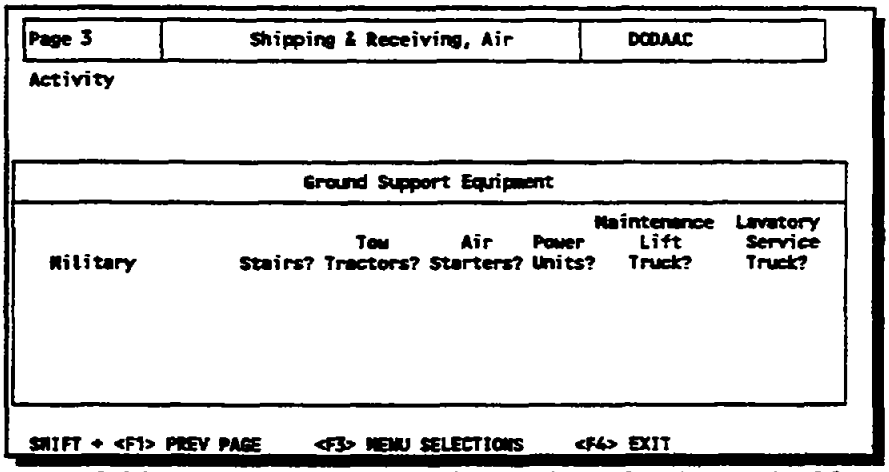


Figure 8-86. Air Shipping and Receiving Information (Figure 3 of 3).

8.2.4.9 Querying Bus Shipping and Receiving Information

To view records on bus shipping and receiving, search for the activity you wish to view on the first page of the general section. A query can be performed only from the first page of the general section. Follow instructions for querying general information for the activity you wish to view. Once the requested activity appears, use the following directions:

1 Press Shift-F3 (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure 8-77).

2 Type 4 and press Enter. The Bus Shipping and Receiving Information screen (Figure 8-87) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top of the screen. Data for the bus section is retrieved and appears on the screen. As with the general section, move from page to page of the bus section by using the next page and previous page keys.

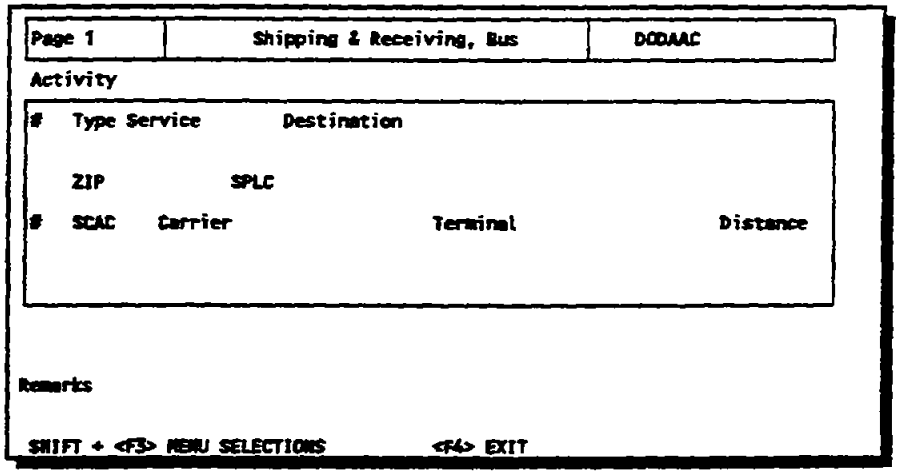


Figure 8-87. Bus Shipping and Receiving Information.

8.2.4.10 Querying Water Shipping and Receiving Information

To view records from the TFG database that provide information on water shipping and receiving, search for the activity you wish to view on the first page of the general section. A query can be performed only from the first page of the general section. Follow instructions for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears on the screen, use the following directions:

1 Press **Shift-F3**. The Transportation Facilities Guide Section menu screen displays (See Figure 8-77).

2 Type **5** and press **Enter**. The Water Shipping and Receiving Information screen (Figure 8-88) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top center of the screen. Data for the water section is retrieved and appears in the screen. As with the general section, move from page to page of the water section by using the next page and previous page keys (Figures 8-89 and 8-90).

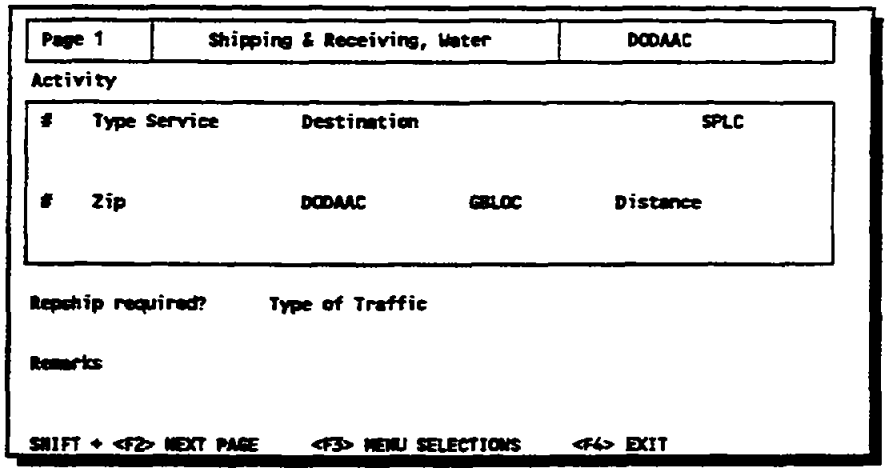


Figure 8-88. Water Shipping and Receiving Information (Figure 1 of 3).

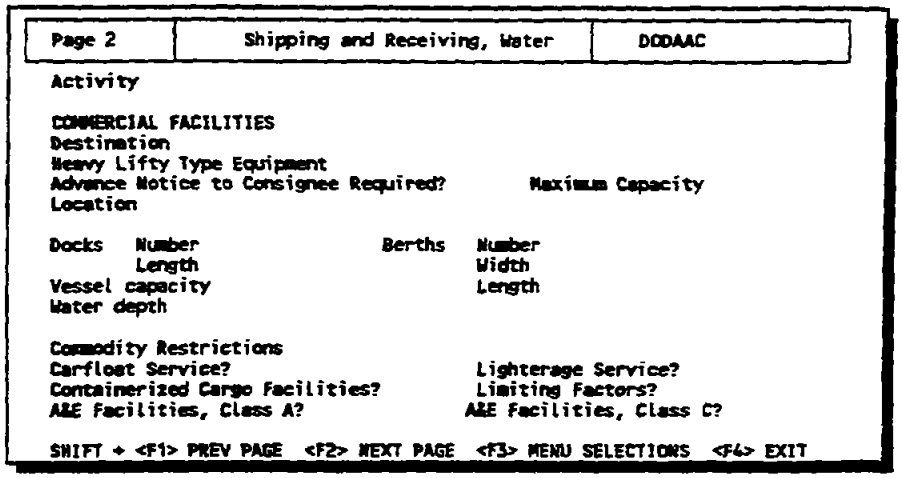


Figure 8-89. Water Shipping and Receiving Information (Figure 2 of 3).

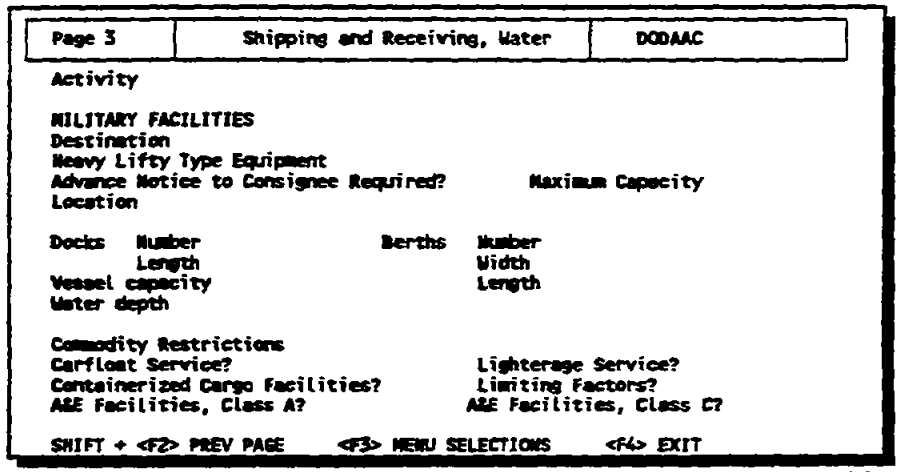


Figure 8-90. Water Shipping and Receiving Information (Figure 3 of 3).

8.2.4.11 Querying Passenger Traffic Information

To view records on passenger traffic, search for the activity you wish to view on the first page of the general section. A query can only be performed from the first page of the general section. Follow instructions for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears, use the following directions:

1 Press Shift-F3 (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure 8-77).

2 Type 6 and press Enter. The Passenger Traffic Information screen (Figure 8-91) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top of the screen. Data for the passenger section is retrieved and appears in the screen. As with the general section, move from page to page of the passenger section by using the next page and previous page keys (Figures 8-92 and 8-93).

```
Page 1                    PASSENGER TRAFFIC                    DODAAC

Activity

Id   Code    Type Service          Destination

   City
  Airport                                                          Rental
Id Code   Airport          Terminal  Taxi   Limousine  Bus   Vehicles
                           Distance  Fare     Fare     Fare  Available?

Lodging?
Gov't Facilities?        Rate          Latest Arrival Time

Remarks

SHIFT + <F2> NEXT PAGE        <F3> MENU SELECTION        <F4> EXIT
```

Figure 8-91. Passenger Traffic Shipping and Receiving Information (Figure 1 of 3).

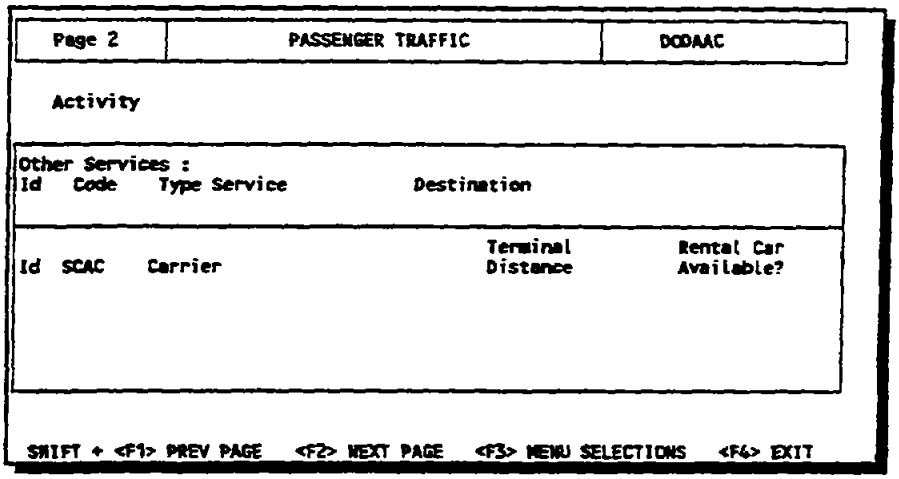


Figure 8-92. Passenger Traffic Shipping and Receiving Information (Figure 2 of 3).

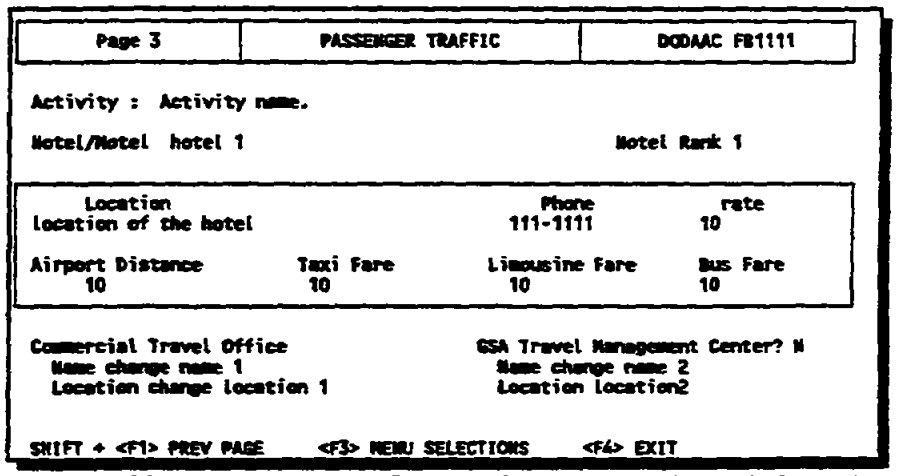


Figure 8-93. Passenger Traffic Shipping and Receiving Information (Figure 3 of 3).

8.2.4.12 General

1 Press Shift-F3 (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure 8-77).

2 Type 7 and press Enter. The first page of the General section displays.

8.2.4.13 New Search

1 Press Shift-F3 (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure 8-77).

2 Type 8 and press Enter. The first page of a new General section displays.

8.2.4.14 Quit

1 Press Shift-F3 (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure 8-77).

2 Type 9 and press Enter. The Transportation Facilities Guide Section menu displays.

8.2.5 Updating Transportation Facilities Guide Data

To highlight the **Update** function in the TFG main menu, press **Right Arrow**; press **Enter** to select it. The Transportation Facilities Guide General Section screen (Figure 8-72) displays. At the bottom of the screen the words "Enter a query; press PF1 to execute, PF4 to cancel" appear with a list of keys used to move the cursor. The cursor appears at the DODAAC field.

The Transportation Facilities Guide General Section screen contain fields for entering general data for activities stored in the TFG database. The screen is designed so that information accessed most often is placed first, and information needed less often is placed on screens further back. Once you perform an update and retrieve information for activities, you can access all other screens on the various shipping methods as detailed in sections 8.2.4.6 through 8.2.4.11. Records may be retrieved for update using DODAAC, GBLOC, branch of service, or state as detailed in sections 8.2.4.1 through 8.2.4.4.

8.2.5.1 Retrieving a Record to Update by DODAAC, GBLOC, State or Branch

1 Type the DODAAC, GBLOC, State or Branch code of the activity. If the entire DODAAC or GBLOC is not known, part of the name plus a wildcard character may be used to retrieve records. The wildcard character replaces any remaining characters. For example, to search for all GBLOCs that begin with "FD", type **FD%**. The percent sign (**%**) is the wildcard character and can be used anywhere in the field.

2 Press **Shift-F1** (SEARCH). The system retrieves the record to update and the first screen of the Transportation Facilities Guide General Section displays (Figure 8-73). At the bottom of the screen, the word "Working ..." displays briefly. The fields display data automatically for this activity.

Press **Enter** to move the cursor from field to field.

Press **Shift-F2** (NEXT SCREEN) to see more information of the general section (Figures 8-74, 8-74 - 8-75, and 8-76). The DODAAC number displays on each page in the upper right corner.

Continue pressing **Shift-F2** (NEXT SCREEN) until "Page 4, General" displays. The general section contains a total of four pages.

3 Type the desired information in any field on any page requiring a correction. When all fields are correct, perform any available function option at the bottom of the screen; the transaction will then be updated automatically. A message displays indicating that the transaction is complete, along with the number of records posted and committed. Press **Enter** to acknowledge the message. The cursor returns to the page at which the function option was invoked at the beginning of this step.

4 To display a valid reference table or list for the Code, Comm, SCAC or Type Del fields, move the cursor to one of those fields and press the **Home** key. If there is additional information about an entry in that field, a pop-up window displays. Otherwise, a message displays indicating that the key is not used in that field.

a Use the **Up-Arrow** and **Down-Arrow** keys to pick the desired selection; the selection is highlighted. Press **Enter** to accept the selection. The new selection is inserted and the screen redisplays.

b Press **Shift-F4** to exit the pop-up window without changing the original selection. The screen redisplays.

5 To insert a new line entry in the Code, Comm, SCAC or Type Del field, move the cursor to one of those fields and press **Insert**. If the field is capable of insert entry, the cursor moves to the last entry in the list. Type the desired information in the specified field and press **Enter**. If the information is not valid or not known, an error message displays. Continue entering data according to Step 4.

6 Press the **Delete** key to delete an entire line in the highlighted border of a record. All entries for the displayed line are deleted.

Deletion of a line is immediate. There is no warning or confirmation message.

8.2.5.2 Transportation Facilities Guide Section Menu

The Transportation Facilities Guide Section Menu (Figure 8-77) is used to update additional shipping information (i.e., size of motor shipment, type of bulk liquids). There are nine available options to select, six shipping methods and three menu function keys.

8.2.5.3 Updating Shipping and Receiving Information

To update records on shipping and receiving methods, retrieve the record to be updated on the first page of the general section. Once the required activity appears, use the following procedures:

1 Press **Shift-F3**. The Transportation Facilities Guide Section menu screen displays (See Figure 8-77).

2 Type the desired selection and press **Enter**. The specified Shipping and Receiving Information screen displays. The DODAAC from page one appears in the top right-hand corner. The activity name appears in the top-center. Data for each activity is retrieved and appears on the screen. Continue entering data according to Steps 3 through 6 in Section 8.2.5.1.

9.0 Worldwide Port System Interface

The Worldwide Port System (WPS) Interface function is provided to enable CFM water port users to import shipment units from WPS as "free" shipment units that are available for further shipment planning within CFM. This function eliminates the need to enter data manually from the Transportation Control and Movement Document. The following types of shipment units can be imported from WPS to CFM at the time of manifest receipt at the CONUS port of debarkation:

- containerized shipment units
- containerized breakbulk items to be unstuffed at the port of debarkation
- uncontainerized breakbulk units
- personally owned vehicles (POVs) requiring onward movement.

9.1 The WPS Units In Process List

For the user, importing shipment units from WPS into CFM is basically a three step process:

Step 1 - Select units to be downloaded from WPS
Step 2 - Modify the WPS unit information, if necessary
Step 3 - Upload WPS units to CFM Free Shipment Units List

Since the WPS units eventually appear on the Free Shipment Units List, access to the WPS import function is through the Utility menu for this screen. To get to the WPS Units In Process List screen, follow the steps below:

Step	Action	Result
1	Press [1] to select "Outbound Shipment Processing" from the main menu.	The Outbound Shipment Processing submenu is displayed.
2	Press [1] to select "Domestic Shipment Processing".	The Shipment Processing List is displayed.
3	Press [P] to select the "Plans" ning menu option.	The Shipment Request List is displayed.

Step	Action	Result
4	Press N to select the "uNits" menu option.	The Free Shipment Units List is displayed.
5	Press U to select the "Utility" menu option.	The Utility Options list is displayed.
6	Press 7 to select the "WPS Import" choice from the utility menu list.	The WPS Units in Progress List is displayed.

The **WPS Shipment Units in Progress List** is the screen from which all WPS import actions originate. The **WPS Shipment Units in Progress List** contains a list of WPS shipment units that have been imported into a WPS/CFM transfer database. The shipment units on this list are not yet available for further shipment processing within CFM. To become available for further processing, the units must be loaded into the **Free Shipment Units List**.

Figure 9-1 shows the **WPS Shipment Units in Progress List**.

```
USER: C                    WPS UNITS IN PROCESS LIST        00.00.00 - 00:00:00

▸ Flags TCN                    WCC   TP Pieces Weight Cube Consignee   RDD    POE
  5E    AWHOKCOSC1153800X      80029  1    1     2140   53   WHOKCO              3DK
  5E    AWHOKCOSC133110XX      80029  1    1     1560   53   WHOKCO              3DK
  5E    AWHOKCOSC134480AX      80029  1    1     2140   53   WHOKCO              3DK
  5E    BREAKBULKXXXXXXXX      70029  3    1        2    3                       3DK
  1E    DDDDDDDDDDDDD111       70029  3    3       45    6                       3DL
  1E    DFKDLKFLDKFLKFKDL      70029  3    5       78 7657                       1GC
  1E    DLSPPPPPPPPPPPXXX      70029  2    1       11    1   009011 93.08.19     1GC
  5E    EMPTY111111111111A     69029  3    1    25000 2360                       1GC
  5E    EMPTY111111111111B     69029  3    1     2500 2360                       1GC
  1E    EMPTYVANXXXXXXXX2      69029  3    1        2 2222   WK4F46              1GC
  1E    JJJJJJJJJJJJJJJJJ      70029  3    1        2    3                       3DK
  1E    KJLKJLKLDKFLKFKDL      70029  3    5       78 7657                       1GC
  5E    MILVAN1111V111111      70029  3    1    23000 1280   WK4F46              1GC
  1     TESTADDCONTENT111      70029  3    4        6    8   W62P4E              3DK
  5E    TESTPETETXXXXXXXX      37029  2    1       11    1   SW3200              1GC
  1E    TESTPETETXXXXXXZX      37029  2    1       11    1   SW3200              1GC
  7E    TYYTYTYRETYTRYTYR      8672R  3    1     5000  500                       1GC

  Tag   Group Tag   Retrieve   Confirm   Delete   Edit   Load   Utils   eXit

Edit highlighted shipment unit
```

Figure 9-1. WPS Units In Process List screen

9.1.1 Columns Displayed

Each line on the screen represents a WPS shipment unit, with the following columns of data presented for each one.

Screen Label	Description
Flags	The flag codes associated with this shipment. This field may contain a combination of any or all of the following codes: 1 - En route 5 - On hand E - Errors D - Duplicate TCN within CFM S - Shipment unit contains sub-units A - This unit has been previously loaded into CFM and has already been assigned to a shipment with a status greater than 2000.
TCN	The Transportation Control Number is a unique 17-digit code.
WCC	The water commodity code for the shipment unit.
TP	The Transportation Priority code for this shipment unit.
Pieces	The total number of pieces in the shipment unit.
Weight	The total weight (in pounds) of the shipment unit.
Cube	The total number of cubic feet of the shipment unit.
Consignee	The DODAAC for the consignee. The code must correspond to an entry in the Address Reference file.
RDD	The required delivery date for this shipment.
POE	The port of embarkation code for the origin.

9.1.2 Menu Options

The following table describes the menu options on the **WPS Units In Process List** screen.

Option	Description
Tag	Tags the highlighted shipment unit for deleting or loading.
Group Tag	Tags a group of shipment units based on criteria you specify.
Retrieve	Retrieves shipments from WPS. Retrieved shipments are then displayed on the **WPS Units In Process List**.
Confirm	Confirms download of WPS shipments into active CFM data bases.
Delete	Deletes the currently tagged shipment unit.
Edit	Modify the data for the currently highlighted shipment unit.
Load	Downloads tagged WPS shipment units into active CFM databases.
Utils	Displays **WPS Utility Options List**.
eXit	Returns to the **Free Shipment List Utilities** sub-menu.

9.1.3 Tagging a Shipment

Press [T] to tag a highlighted shipment unit that you wish to delete or load into the active CFM data bases.

9.1.4 Tagging a Group of Shipment Units

Press G to tag a group of shipment units that you wish to delete or load into the active CFM data bases. The screen shown in Figure 9-2 will be displayed.

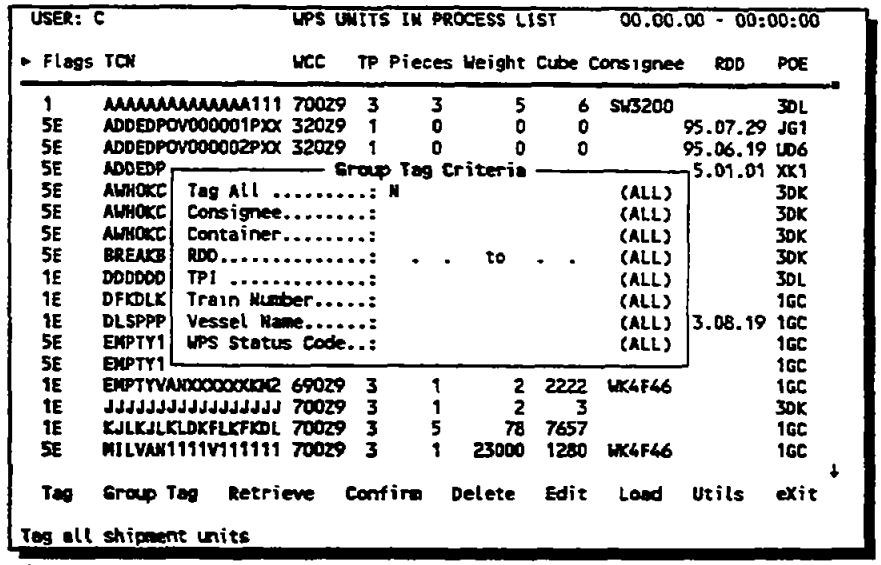


Figure 9-2. Group Tag.

9.1.4.1 Data Elements

The table below describes the data elements displayed on the **Group Tag** screen.

Screen Label	Description
Tag All	
Consignee	Consignee address code.
Container	Container type code. A - All M - MSCVAN X - CONEX Y - MILVAN Z - SEAVAN
RDD	Required delivery date range.
TPI	The transportation priority code.
Train#	The train number.
Vessel Name	The name of the vessel carrying the units.

Screen Label	Description
WPS Status Code	The status code of the shipment units.

9.1.5 Retrieving Shipments from WPS

Press R to retrieve shipment units from WPS. The screen shown below will then be displayed.

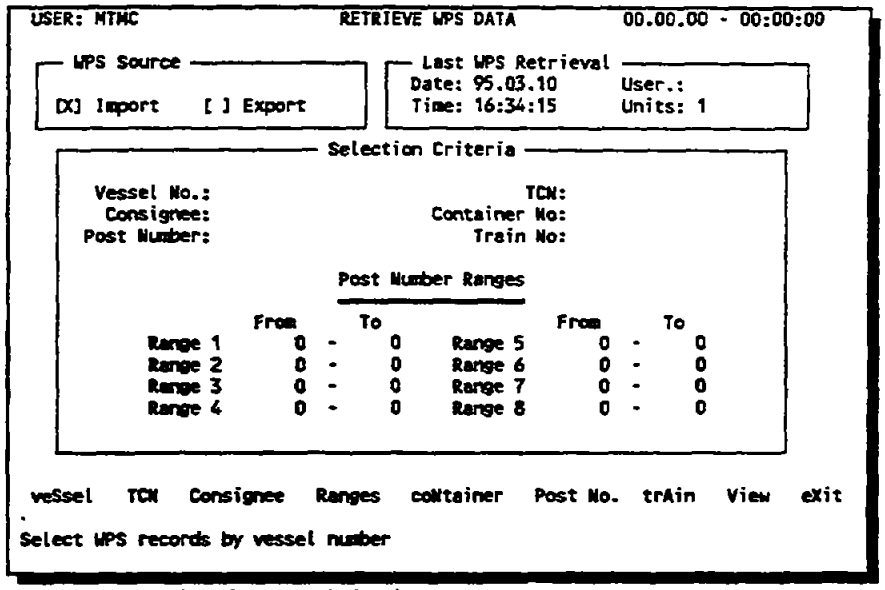


Figure 9-3. WPS Criteria Selection screen.

9.1.5.1 Menu Options

The following table describes the menu options on the **Retrieve WPS Data** screen.

Note: ***Once information has been entered on this screen using the menu options described below, the data is no longer visible on this screen. The View menu option is available to review the selection criteria.***

Screen Label	Description
veSsel	Use the veSsel menu option when you would like to retrieve all shipment units on a particular vessel. Enter the number of the vessel for which you would like to retrieve shipment units.

Screen Label	Description
TCN	Use the TCN menu option to retrieve a shipment unit with a particular TCN. Enter the TCN for the shipment unit you would like to retrieve.
Consignee	Use the Consignee menu option to retrieve all shipment units for a particular consignee on a particular vessel. You will be prompted for both vessel number and consignee. Enter the vessel number, then the consignee for the shipment units you would like to retrieve.
Ranges	Use the Ranges menu option to retrieve all shipment units for a range of post numbers on a particular vessel. You will be prompted for the vessel number, then the cursor will move to the bottom area of the screen. Enter up to eight ranges of post numbers for the shipment units you would like to retrieve.
Container	Use the Container menu option to retrieve a shipment unit in a particular container. Enter the container number for the shipment unit you would like to retrieve.
Post No.	Use the Post No. menu option to retrieve all shipment units for a particular post number on a particular vessel. You will be prompted for both post number and vessel number. Enter the vessel number, then the post number for the shipment units you would like to retrieve.
Train	Use the trAin menu option to retrieve a shipment unit on a particular train. Enter the train number for the shipment unit you would like to retrieve.
View	Use the View menu options to review the criteria you have selected for retrieval from WPS.
Exit	Use the eXit menu option to return to the previous screen. If you have selected criteria, you will be asked if you would like to process this retrieval.

9.1.6 Confirming Downloads of WPS Shipment Units

Press C to confirm that downloads of WPS shipment units into the active CFM data bases have taken place. The screen shown below will then be displayed.

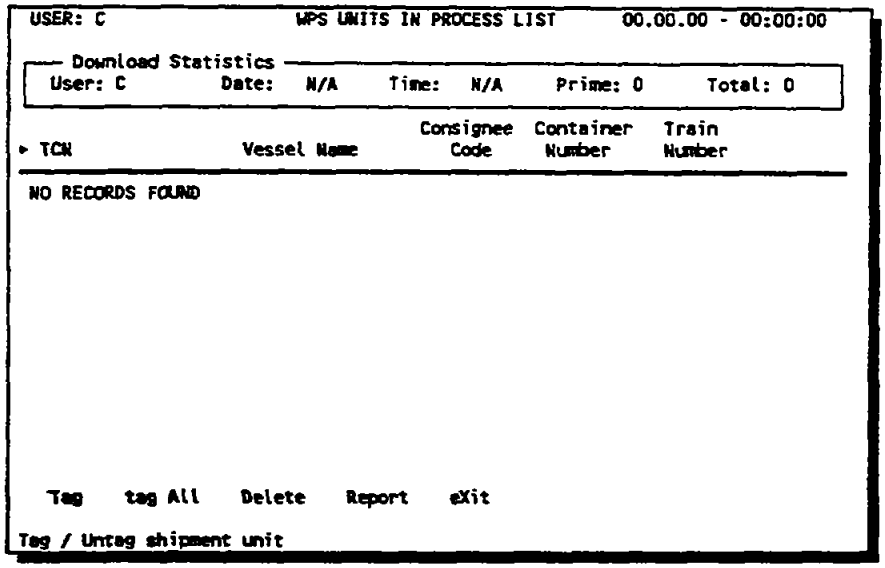


Figure 9-4. WPS Shipment Unit Confirmation.

9.1.6.1 Menu Options Available

The following table describes the menu options on the **Confirmation** screen.

Option	Description
Tag	Tags the highlighted shipment unit to confirm downloading into the active CFM data bases.
Tag All	Tags all shipment units to confirm downloading into the active CFM data bases.
Delete	Deletes the currently tagged shipment unit.
Report	Displays report options for downloaded shipment units.

9.1.7 Deleting a Shipment Unit

Highlight the shipment you would like to delete, then press [T] to tag the shipment unit. If you would like to delete more than one unit, continue tagging units in the same manner. Now press [D] to delete. The system will display a prompt asking whether you want to delete the shipment. Select **<Yes>** to delete the tagged shipment unit(s) or **<No>** to be returned to the **WPS Shipment Unit Confirmation** screen without deleting the tagged shipment unit(s).

9.1.8 Editing a Shipment Unit

To edit a shipment unit, highlight the shipment unit you wish to edit and press [E]. The screen below will then be displayed.

```
USER: C                    EDIT WPS SHIPMENT UNIT        00.00.00 - 00:00:00
 Import
User: R          Download Date: 95.05.15    Download Time: 13:15:33
TCN.: AAAAAAAAAAAAA111 Vessel: KDSFJKSLDJFLSK    Voy Doc: E1234 Stow:

Consignor:                                  Consignee: SW3200
                                            TRANSPORTATION OFFICER
                                            DEFENSE DISTR DEPOT SAN JOAQUIN CA
                                            DDJC TRACY FACILITY, BLDG 16-B-1
                                            TRACY, CA  95376-5000
POE: 3DL - ALAMEDA (MOTBA) CALIFORN         POD: JG1 - ROTTERDAM, THE NETHERLAN

TPI: 3   RDD:     0   TAC:          Project:          Remarks:

 Properties                                  Commodity
Pieces:      3 BX     Height:      0        WCC.: 700 - GENERAL CARGO, NOS
Weight:      5 lb.    Length:      0        Type: Z   - NO SPECIAL TYPE OF CARGO
                      Width.:      0        Hdlg: 9   - NO SPECIAL HANDLING
                      Cube..:      6        Temperature Range:    -    °F

 Edit  Cont  HazMat  Person  Train  Gov  NSN  expL  Remk  View  eXit
Edit shipment unit data
```

Figure 9-5. Edit WPS Shipment Unit screen.

The **Edit WPS Shipment Unit** screen displays information about the Import in which the shipment unit was brought onto the **WPS Units In Process List**, the Consignor, the Consignee, and details about the shipment unit. The **Edit** menu option allows the user to change certain fields on the shipment unit which may contain incorrect or incomplete data.

9.1.8.1 Fields Displayed

The following fields are displayed on the **Edit WPS Shipment Unit** screen.

Screen Label	Description
Import Data	
User	System Generated. Displays the User ID of the person who retrieved these units from WPS.
Download Date	System Generated. Displays the date that the shipment units were retrieved from WPS.
Download Time	System Generated. Displays the time that the shipment units were retrieved from WPS.
TCN	The Transportation Control Number is a unique 17 digit code. The TCN may be changed as long as the new value is unique.
Vessel	The name of the vessel on which the shipment unit was shipped.
Voy Doc	The voyage document number code.
Stow	The stowage location code.
Consignor Data	
Consignor	The DODAAC for the consignor. If this entry corresponds to an entry in the CFM Address Reference File, the address data will be retrieved. If this is a non-CONUS entry, it is likely that it is not listed in the CFM Address Reference file. You will need to add the address at a later time.
POE	The port of embarkation code and name of the origin. There is a pick list of valid codes available.
Consignee Data	
Consignee	The DODAAC, name, city, state and zip code for the consignee. The code must correspond to an entry in the Address Reference file. A pick list is available for unknown or partial entries.
POD	The port of debarkation code and name of the destination. There is a pick list of valid codes available.
TPI	The Transportation Priority Code for this shipment.
RDD	The required delivery date for this shipment unit (in julian notation).
TAC	The TAC code for the movement of unit.

Screen Label	Description
Project	Project code or identifier, if this unit is associated with a particular project.
Remarks	Text remarks associated with this shipment unit.
Properties	
Pieces	The total number of pieces in this shipment unit.
Package Type	The package type code for this shipment unit's packaging.
Weight	The total weight (in pounds) of the shipment.
Height	The total height of the pieces comprising this shipment unit.
Length	The total length of the pieces comprising this shipment unit.
Width	The total width of the pieces comprising this shipment unit.
Cube	The total number of cubic feet of this shipment unit.
Commodity	
WCC	The water commodity code for the shipment unit.
Type	The cargo type code for this unit.
Hdlg	The handling code for this unit.
Temperature Range	If item must be kept within a temperature range, the range (in degrees Fahrenheit) for the unit.

9.1.8.2 Menu Options

The table below displays the menu options available on the **Edit WPS Shipment Unit** screen.

Option	Description
Edit	Edit the shipment unit data.
Cont	Accesses the **Container Data** window to enter van data.
HazMat	Accesses the **WPS Hazardous Material List** for the shipment unit.
Person	Accesses the **Personal Property List** for the shipment unit.
Train	Displays train data for the shipment unit.
Gov	Displays government vehicle data for the shipment unit.

Option	Description
NSN	Displays the **TCN & National Stock Number List** for the shipment unit.
expL	Displays the **Explosives List** for the shipment unit.
Remk	Edit shipment unit remarks and alternate seals data.
View	Performs a check for errors in the shipment unit data and displays system-detected errors in an error window.
eXit	Displays system-detected errors in an error window and allows you to continue editing or return to the **WPS Units In Process List.**

9.1.8.3 Container

Press **C** on the **Edit WPS Shipment Unit** screen to access the **Container** menu option. The **Container Data** window shown below will then be displayed.

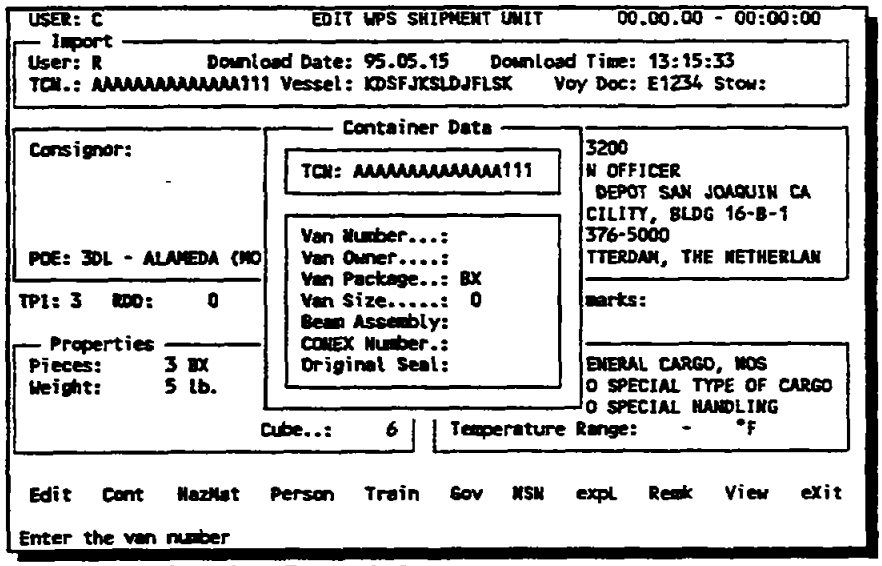


Figure 9-6. Container Data window.

9.1.8.3.1 Data Elements

The following table lists the data elements displayed on the **Container Data** window.

Screen Label	Description
TCN	The Transportation Control Number is a unique 17 digit code. It cannot be edited from this screen.
Van Number	The van identification number for the shipment unit.
Van Owner	The van owner code.
Van Package	The package container code for the van.
Van Size	The size of the van in linear feet.
Beam Assembly	The number of beam assemblies in the van.
CONEX Number	If the van is a CONEX van, the CONEX identification number for the van.
Original Seal	The number of the original seal applied to the container.

9.1.8.4 Hazardous Materials Data

Press [H] on the **Edit WPS Shipment Unit** screen to access the **HazMat** menu option. The following screen will then be displayed.

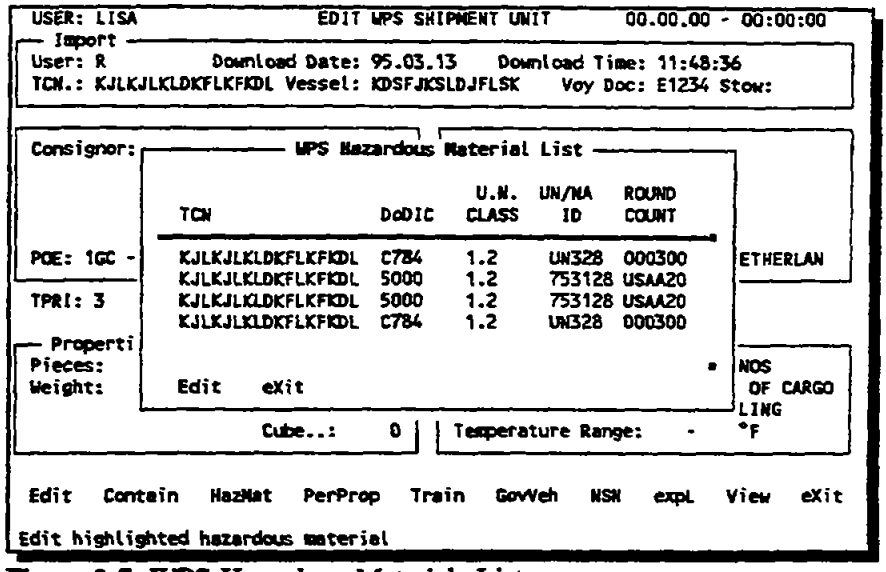


Figure 9-7. WPS Hazardous Materials List.

9.1.8.4.1 Columns Displayed

The table below contains the columns displayed on the **WPS Hazardous Material List.**

Screen Label	Description
TCN	The Transportation Control Number is a unique 17 digit code.
DoDIC	The Department of Defense identification code.
U.N. Class	The U.N. Classification code.
UN/NA ID	The UN/NA Identification code number.
Round Count	The number of rounds of ammunition in the highlighted HazMat record.

9.1.8.4.2 Menu Options

The table below displays the menu options available on the WPS **Hazardous Materials List**.

Option	Description
Edit	Allows you to edit information on the **Hazardous Material List**.
eXit	Returns to the Edit **WPS Shipment Unit** screen.

9.1.8.4.3 Editing Hazardous Materials Data

Highlight the TCN record on the **WPS Hazardous Materials List**. you wish to edit and press [E]. The following screen will then be displayed.

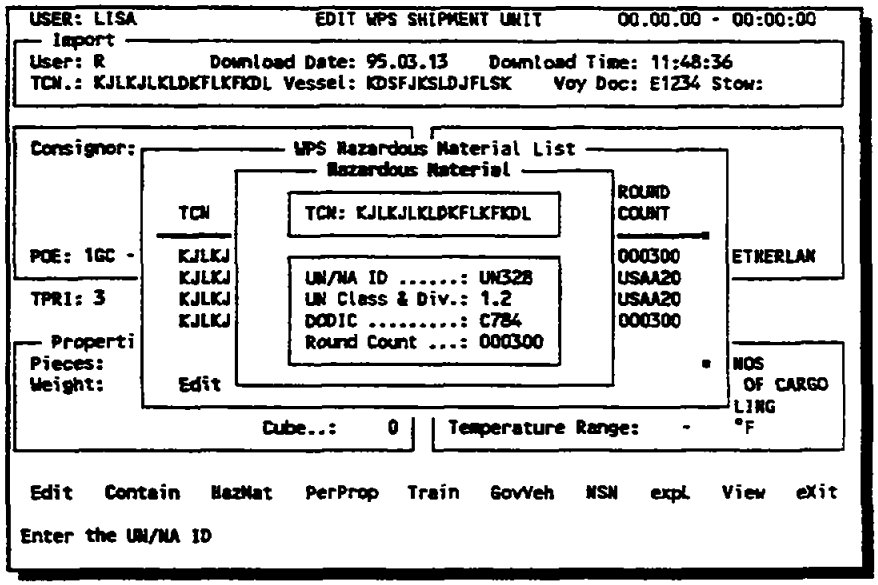


Figure 9-8. Editing Hazardous Materials Data.

To edit information on this screen, use [Tab] to move to the desired field. Type the necessary changes, then press [Enter]. Make any other changes in the same way. Press [Page Down] to complete data entry. You will be asked if you would like to save the changes. Highlight <Yes> to save the changes, or highlight <No> to discard the changes. Press [Enter] to select your choice and exit this screen.

9.1.8.5 Personal Property

Press [P] from the **Edit WPS Shipment Unit** screen to edit the personal property information. The screen shown below will then be displayed.

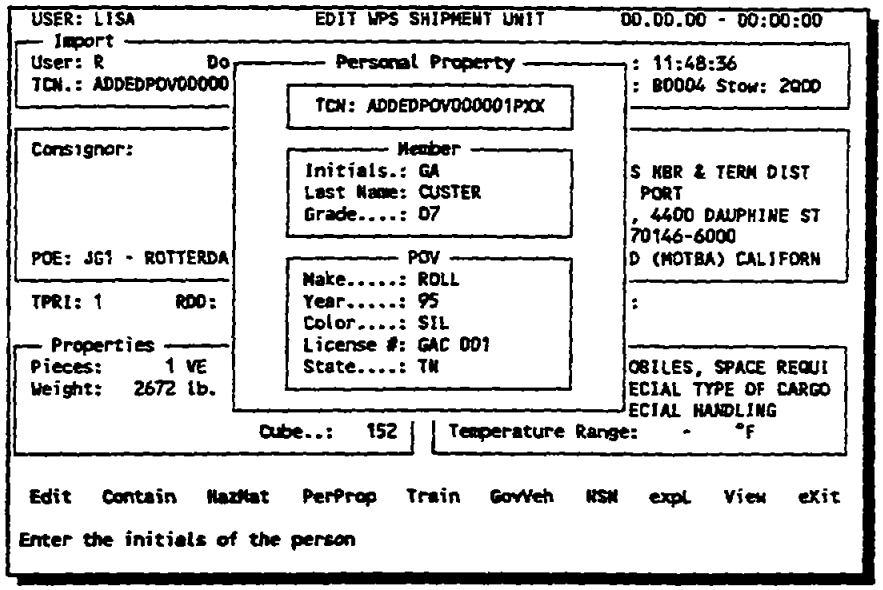


Figure 9-9. Personal Property.

9.1.8.5.1 Fields Displayed

Screen Label	Description
TCN	The transportation control number for the unit containing this personal property. This field cannot be edited from this screen.
	Member
Initials	The first and middle initials of the owner of the personal property.
Last Name	The last name of the owner of the personal property.
Grade	The grade of the owner of the personal property.
	POV (Personally Owned Vehicle)
Make	The make of the vehicle (e.g., Buick, Honda).
Year	The year the vehicle was manufactured.

Screen Label	Description
Color	The color of the vehicle.
License #	The license plate number of the vehicle.
State	The state on the license plate.

To edit information on this screen, use Tab to move to the desired field. Type the necessary changes, then press Enter. Make any other changes in the same way. Press Page Down to complete data entry. You will be asked if you would like to save the changes. Highlight <Yes> to save the changes, or highlight <No> to discard the changes. Press Enter to select your choice and exit this screen.

9.1.8.6 Train

Press T on the **Edit WPS Shipment Unit** screen to edit Train data for the shipment unit. The screen below will be displayed.

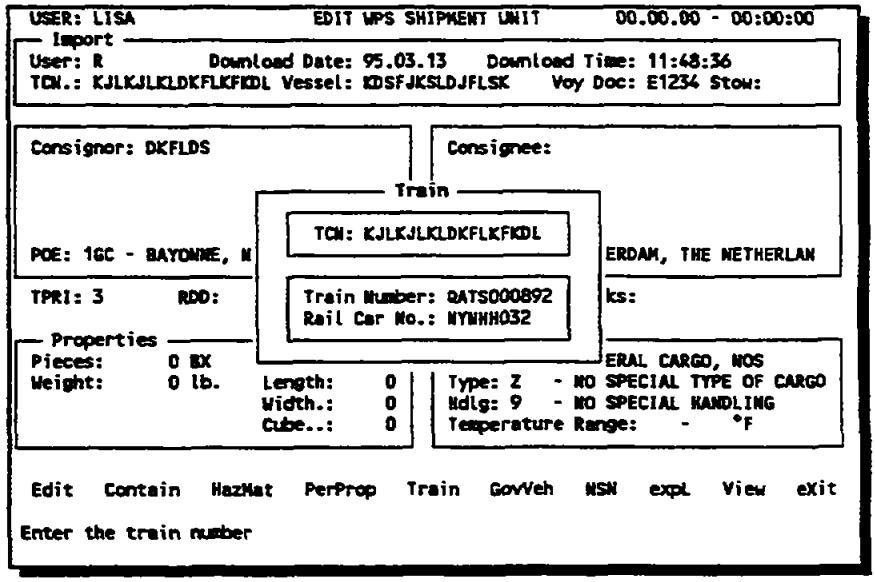


Figure 9-10. Train Data.

To edit information on this screen, use Tab to move to the desired field Type the necessary changes, then press Enter. Make any other changes in the same way. Press Page Down to complete data entry. You will be asked if you would like to save the changes. Highlight <Yes> to save the changes, or highlight <No> to discard the changes. Press Enter to select your choice and exit this screen.

9.1.8.6.1 Fields Displayed

The following fields are displayed on the **Train Data** window.

Screen Label	Description
TCN	The Transportation Control Number is a unique 17 digit code. It cannot be edited from this screen.
Train Number	The number of the train for the shipment unit.
Rail Car No.	The number of the rail car for the shipment unit.

9.1.8.7 Government Vehicle

Press V on the **Edit WPS Shipment Unit** screen to edit Government Owned Vehicle data for the shipment unit. The screen below will be displayed.

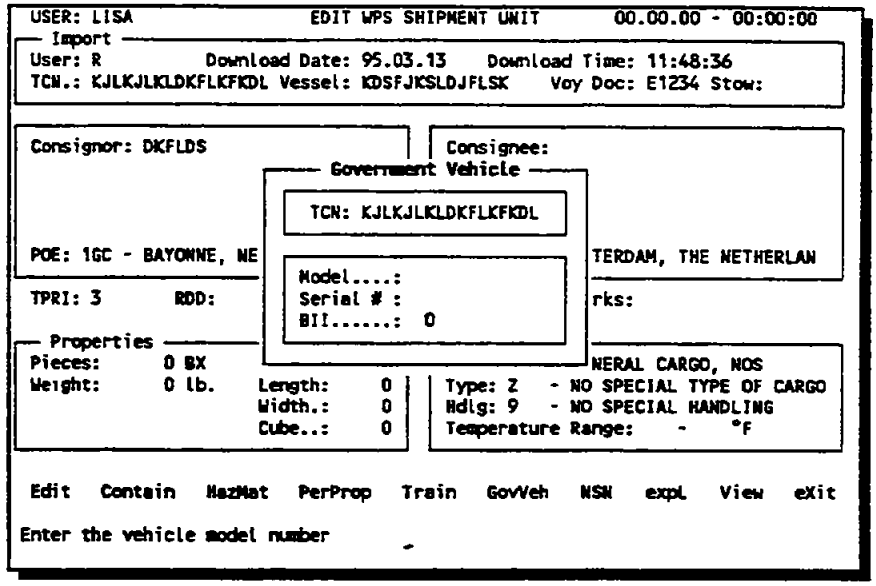


Figure 9-11. Government Owned Vehicle.

To edit information on this screen, use Tab to move to the desired field. Type the necessary changes, then press Enter. Make any other changes in the same way. Press Page Down to complete data entry. You will be asked if you would like to save the changes. Highlight <Yes> to save the changes, or highlight <No> to discard the changes. Press Enter to select your choice and exit this screen.

9.1.8.7.1 Fields Displayed

The following fields are displayed on the **Government Owned Vehicle** window.

Screen Label	Description
TCN	The Transportation Control Number is a unique 17 digit code. It may not be edited from this screen.
Model	The model of the government owned vehicle.

Screen Label	Description
Serial #	The serial number of the government owned vehicle.
BII	The basic issue item number for the vehicle.

9.1.8.8 NSN

Press [N] on the **Edit WPS Shipment Unit** screen to access the National Stock Number edit option for the shipment unit. The screen below will be displayed.

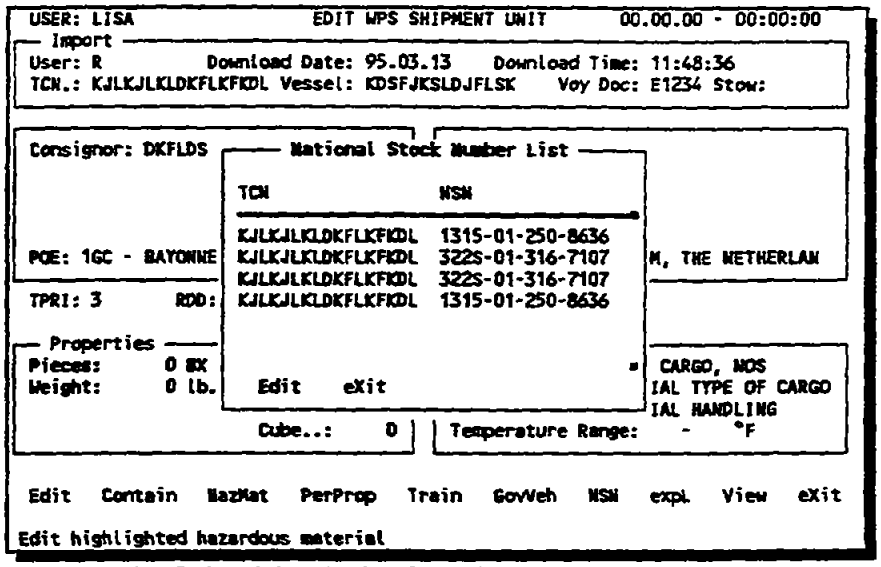


Figure 9-12. National Stock Number List.

9.1.8.8.1 Columns Displayed

The table below contains the columns displayed on the **National Stock Number List**.

Screen Label	Description
TCN	The Transportation Control Number is a unique 17 digit code. It cannot be edited from this screen.
NSN	The National Stock Number.

9.1.8.8.2 Editing NSN

To edit information on this screen, use Tab to move to the desired NSN you wish to change. TCNs may not be edited. Type the necessary changes, then press Enter. Make any other changes in the same way. Press Page Down to complete data entry. You will be asked if you would like to save the changes. Highlight <Yes> to save the changes, or highlight <No> to discard the changes. Press Enter to select your choice and exit this screen.

9.1.8.9 Explosives

Press L from the **Edit WPS Shipment Unit** screen to access information about explosives for this unit.

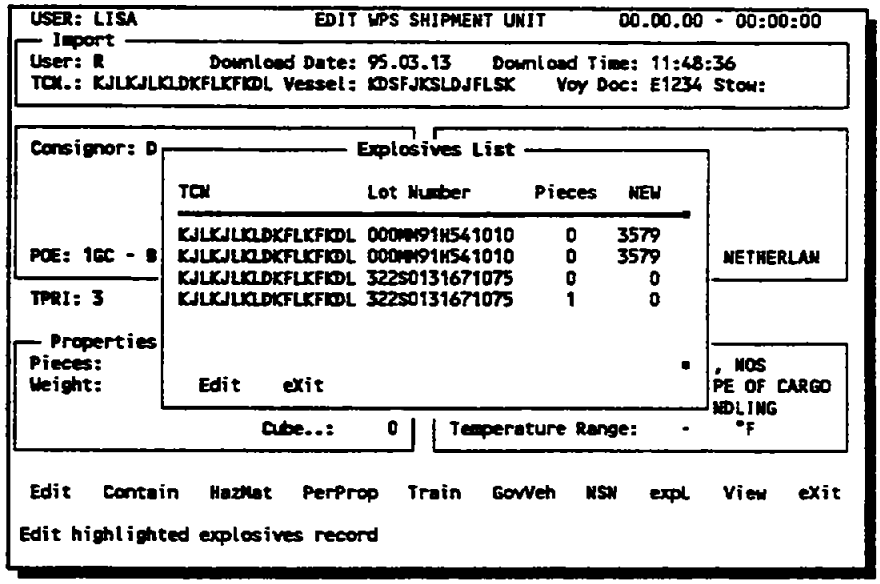


Figure 9-13. Explosives List.

9.1.8.9.1 Columns Displayed

The following table describes the columns displayed on the **Explosives List** screen.

Screen Label	Description
TCN	The transportation control number for the explosive.

Screen Label	Description
Lot Number	The ammunition lot number for the explosive.
Pieces	The number of pieces in the lot.
NEW	The net explosive weight of the lot.

9.1.8.9.2 Editing Explosives Information

Press E from the **Explosives List** screen to edit the explosives information. The screen shown below will then be displayed.

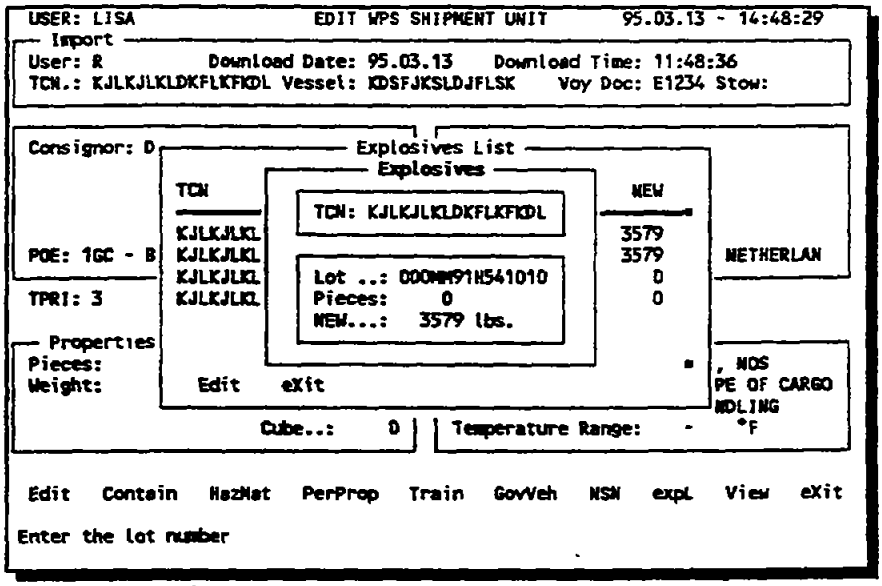


Figure 9-14. Editing Explosives Information.

To edit information on this screen, use Tab to move to the desired field. Type the necessary changes, then press Enter. Make any other changes in the same way. Press Page Down to complete data entry. You will be asked if you would like to save the changes. Highlight <Yes> to save the changes, or highlight <No> to discard the changes. Press Enter to select your choice and exit this screen.

9.1.8.10 Remarks

To edit shipment unit remarks and alternate seals data, press R on the **Edit WPS Shipment Unit** screen. The screen shown below will be displayed.

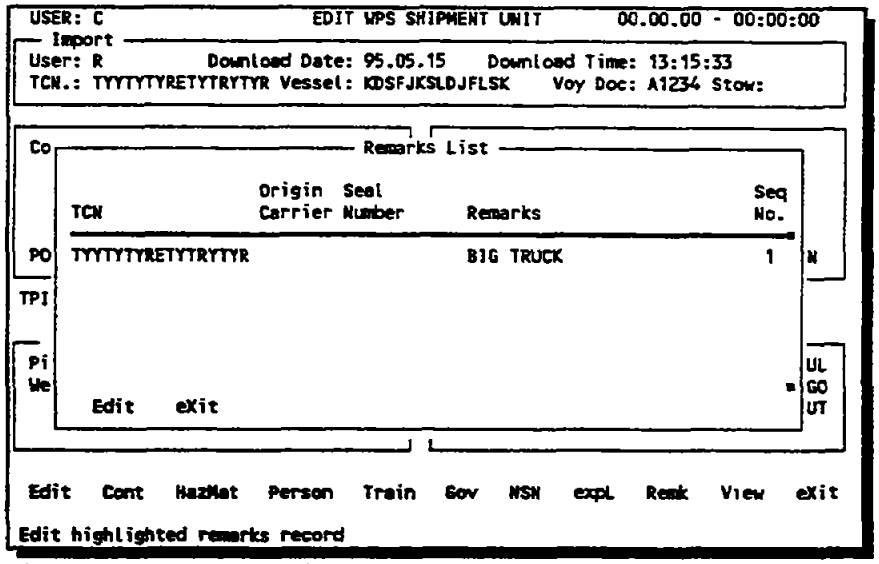


Figure 9-15. Remarks List.

9.1.8.10.1 Columns Displayed

The table below describes the columns of data displayed on the **Remarks List**.

Screen Label	Description
TCN	The TCN for the shipment unit.
Origin Carrier	The organization or carrier who applied the second seal.
Seal Number	The alternate seal number applied by carrier.
Remarks	One line of remarks for the shipment unit.
Seq. No.	The sequence number for the remark.

Press E from the **Remarks List** screen to edit information on the remarks and the alternate seal information. The screen shown below will then be displayed.

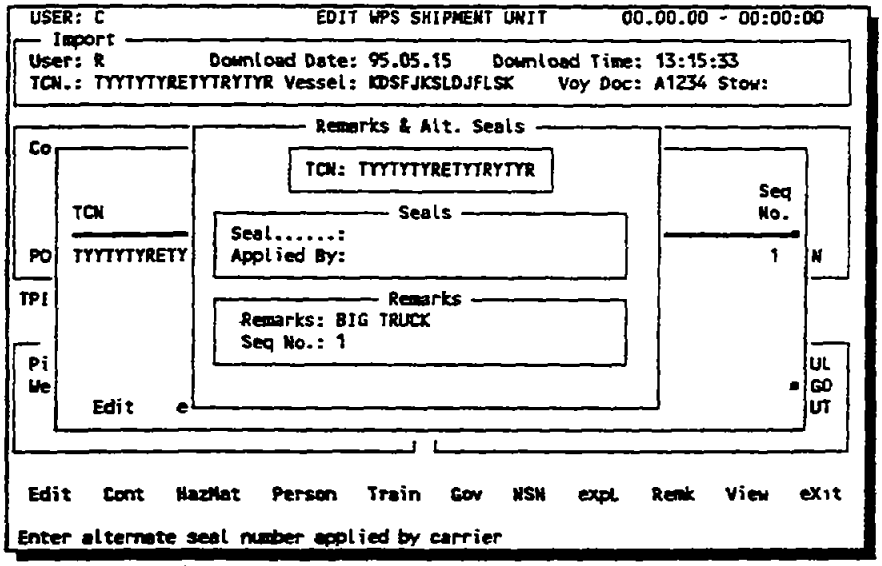


Figure 9-16. Editing Remarks and Alternate Seal Information.

To edit information on this screen, use Tab to move to the desired field. Type the necessary changes, then press Enter. Make any other changes in the same way. Press Page Down to complete data entry. You will be asked if you would like to save the changes. Highlight **<Yes>** to save the changes, or highlight **<No>** to discard the changes. Press Enter to select your choice and exit this screen.

9.1.8.11 Viewing Errors

The **View** menu option is provided to check the WPS shipment unit for errors. Any errors found are displayed in a red error box. Errors do not need to be corrected before the units can be loaded into CFM, but units with errors will be marked with an error status code in CFM. These errors may then be corrected using the CFM **Shipment Unit Entry** screen.

Press V to view errors for the WPS shipment unit. If you need more information about how to correct the error, see the Appendix, section A.8 for error descriptions and correction information.

9.1.8.12 Exiting the Screen

After you have finished editing the WPS shipment unit, press [X] to exit this screen. At this time any errors found are displayed in a red error box (see Figure 9-17). If you need more information about how to correct the error, see the Appendix, section A.8 for error descriptions and correction information.

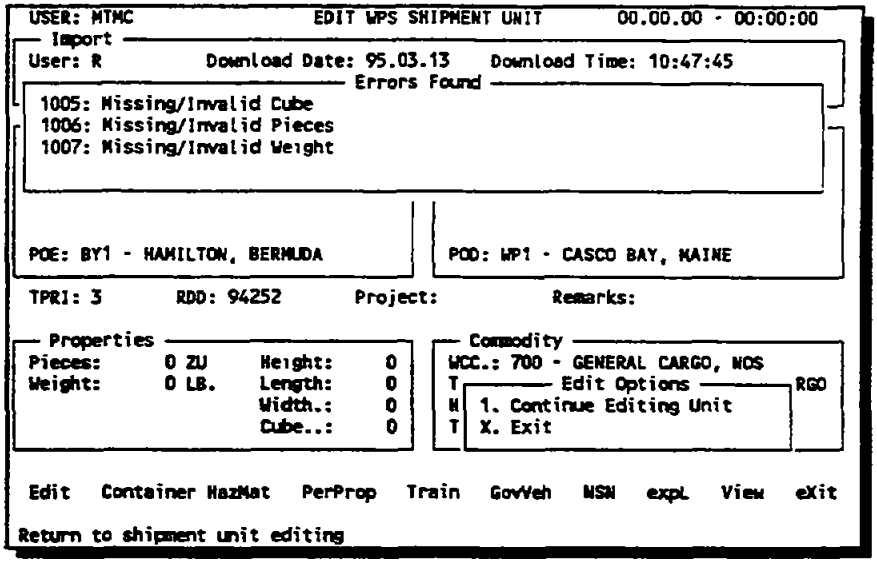


Figure 9-17. Exiting the WPS Shipment Unit screen.

At this time, you can choose to continue editing the Unit, or you can exit from this screen. Press [1] to continue editing the unit, or press [X] to exit the screen and return to the WPS Shipment Units in Process List screen.

9.1.9 Loading WPS Shipment Units in Process

After WPS shipment units have been retrieved and edited, they are ready to be tagged and loaded into the CFM Free Shipment List.

Before loading the WPS units, you must tag the shipment units that you would like to load into the CFM Free Shipment List. To tag specific shipment units, highlight the desired unit, then press [T]. The unit will be marked as tagged. To tag *all* WPS units on the list, press [A].

Press [L] to load the tagged WPS units into the CFM Free Shipment List. When the loading process has been completed, the **Upload Scoreboard** screen, shown below will be displayed.

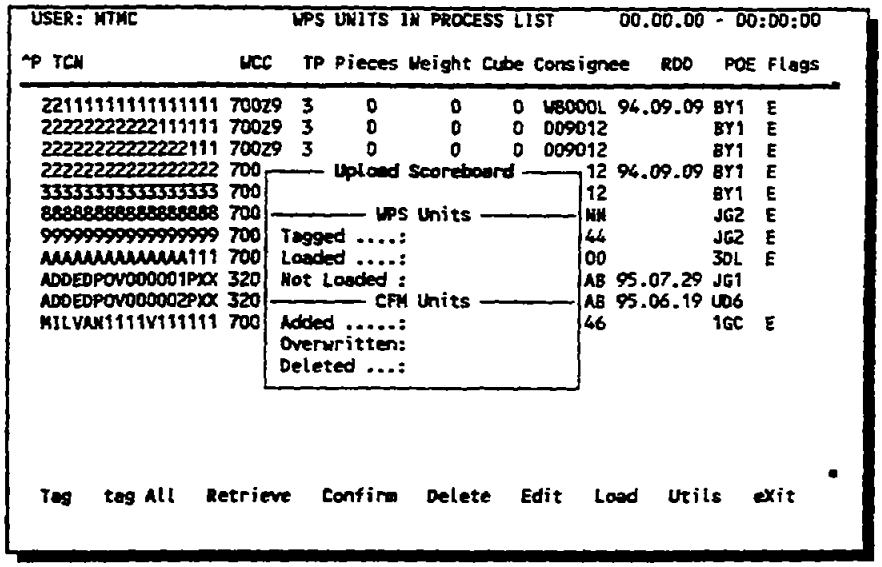


Figure 9-18. WPS Scoreboard.

9.1.9.1 Data Displayed on the Scoreboard

The following table describes the data displayed on the **Upload Scoreboard**.

Screen Label	Description
WPS Units	
Tagged	Indicates the number of WPS units tagged for loading into CFM.
Loaded	Indicates the number of WPS units successfully loaded into the CFM Free Shipment Units List.
Not Loaded	Indicates the number of WPS units that *were not loaded* into CFM. **Possible reasons for not loading:** 1. Duplicate TCNs. 2. WPS Unit already loaded into CFM and assigned to a shipment.

Screen Label	Description
CFM Units	
Added	Indicates the number of WPS units successfully loaded as CFM units.
Overwritten	Indicates the number of previously loaded WPS units that were overwritten by an updated version of the same WPS unit.
Deleted	Indicates the number of CFM sub-units that were deleted because the updated WPS unit does not contain an equivalent sub-unit.

9.1.10 Utilities

Press [U] from the **WPS Units in Process List** to access the utility options for WPS units. The screen shown below will then be displayed.

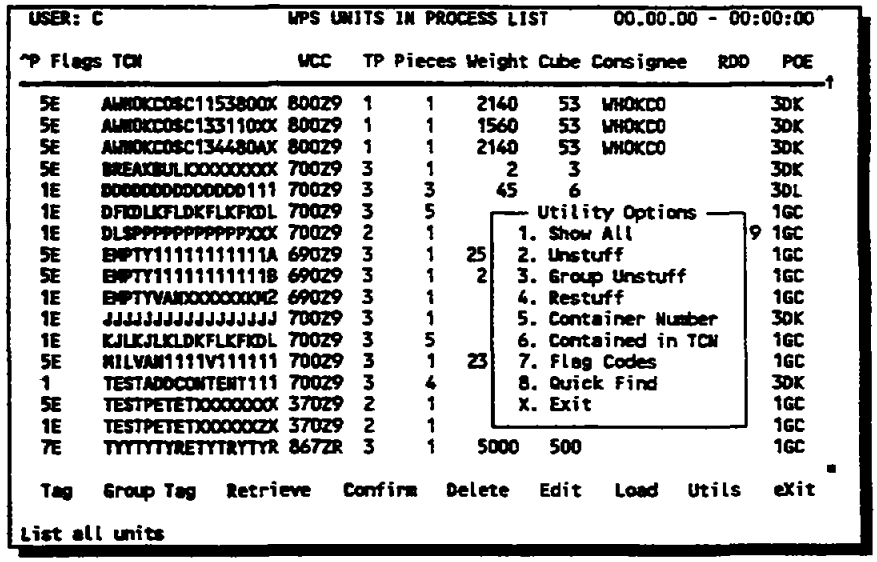


Figure 9-19. Utility Options.

9.1.10.1 Utility Options

The following table describes the **Utility Options** on the **WPS Units in Process List**.

Screen Label	Description
Show All/Show Prime	This option toggles between **Show All** and **Show Prime**. **Show All** displays all WPS units and sub-units comprising the **WPS Processing List**. **Show Prime** displays all WPS units on the **WPS Processing List** without displaying sub-units.
Unstuff	For highlighted WPS unit, removes containerized sub-units from container.
Group Unstuff	Unstuff tagged containers.
Restuff	Restuffs highlighted sub-units into original container.
Container Number	Displays container number for highlighted WPS unit.
Contained in TCN	For highlighted sub-unit, displays the Transportation Control Number for the sub-unit's container.
Flag Codes	Displays the flag codes associated with the highlighted WPS unit. This field may contain a combination of any or all of the following codes: 1- En route 5- On hand E - Errors D - Duplicate TCN within CFM S - Shipment unit contains sub-units A - This unit has been previously loaded into CFM and has already been assigned to a shipment with a status of greater than 2000.
Quick Find	Searches for and displays a WPS unit based on entry of Transportation Control Number. The system will display a message if the TCN cannot be found.
eXit	Returns to the **WPS Units in Process List**.

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1.0 Inbound Shipment Processing

Inbound shipment processing has been greatly enhanced and expanded for CFM Version 4.00. CFM users will either be Field Module users or Receiver Module Users, or both. Field Module users are shippers who regularly initiate shipments. Receiver Module users are those who regularly receive freight, but are not shippers. Those who need both capabilities will have access to both modules.

The Receiver Module is designed to manage all aspects of inbound freight receiving. GBL data from the shipper will be sent electronically to the CFM Host via EDI, and then routed to the freight recipients. By simply connecting to the CFM Host, all information pertaining to shipments your site will be receiving will automatically be downloaded.

Receiver Module users now have the capability to tally-in and close out shipments as they are received, and to generate Transportation Discrepancy Reports (TDRs) as necessary. TDRs and close out information are then transmitted via EDI to the CFM Host and routed to the proper recipients.

Receiver Module users also have the capability to enter shipments that they are expecting. This would only be necessary if the originator of the shipment was not a CFM user, or if the link to the Host was not functioning.

1.1 Receiver Module Main Menu

The Receiver Module main menu presents the major processing functions of the system. Each menu option accesses a major function, some of which have many sub-functions available from other screens.

Figure 1-1 shows the Receiver Module main menu.

```
\CFM                        INBOUND SYSTEM MENU          00.00.00 - 00:00:00

                      CONUS FREIGHT MANAGEMENT SYSTEM
                    CFM FIELD MODULE REL. 4.00 (TEST01)



                        1. Inbound Shipment Processing
                        2. Discrepancy Reports
                        3. Inbound Shipment Reports
                        4. Carrier Performance
                        5. Reference File Maintenance
                        6. Mileage Lookup
                        7. Local System Utilities
                        8. CFM Host System Utilities
                        X. Exit

- Inbound Shipments -     ------ TDRs ------      -------- Other --------
Due In..:  103            Awaiting Reply:  0     Last Call Host: 94.01.09
Arrived.:   99            Received Reply:  1
                          Collated......:  3

Entry of inbound shipments
```

Figure 1-1. Inbound Shipment Main Menu.

The bottom portion of the screen shows the current status of all inbound shipments and TDRs. It also shows the time and date for the last host connection.

1.2 Inbound Shipment Processing Function (Field Module)

All functionality available to Receiver Module users is available to Field Module users. To process inbound shipments, access the Inbound Shipment Processing function by pressing [2] from the Field Module main menu. The screen shown in Figure 1-2 will then be displayed.

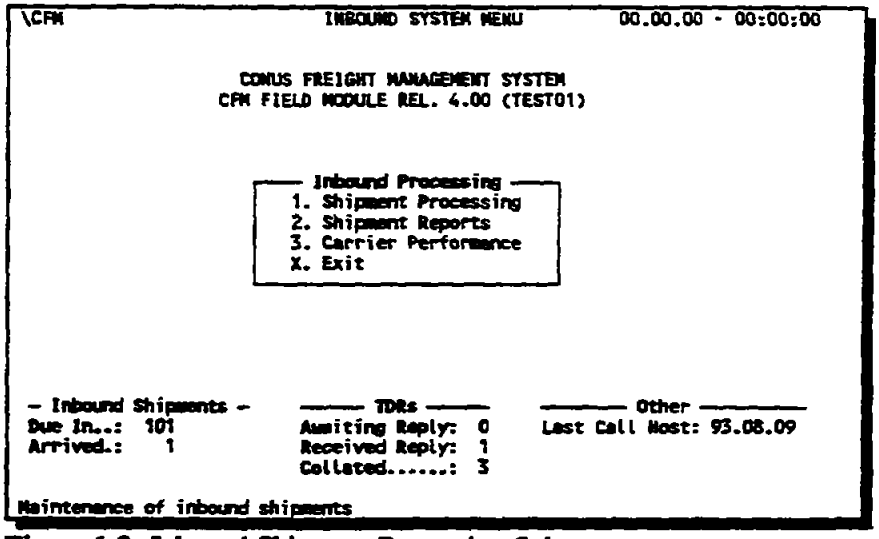
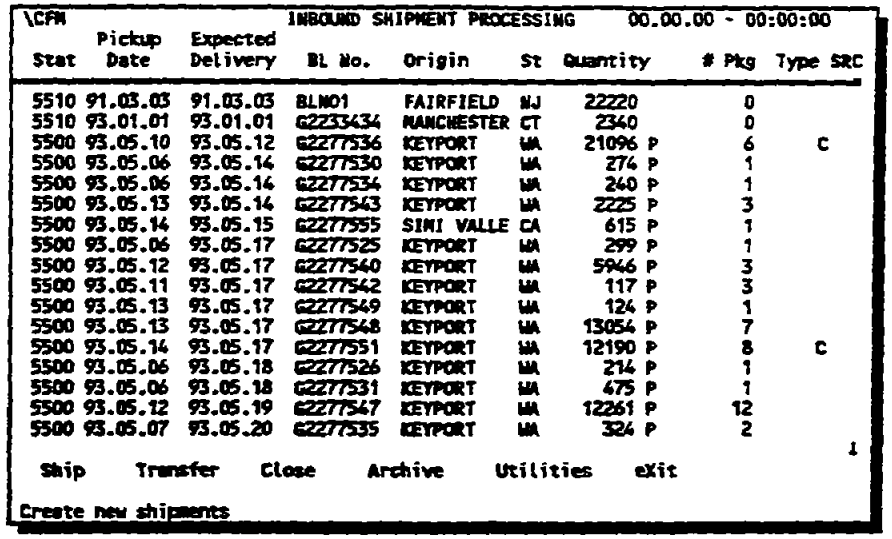


Figure 1-2. Inbound Shipment Processing Submenu.

The bottom portion of the screen shows the current status of all inbound shipments and TDRs. It also shows the time and date for the last host connection.

1.3 Inbound Shipment Processing List

The Inbound Shipment Processing List is accessible by pressing 1 from either the Receiver Module main menu or the Inbound Shipment Processing submenu. This list displays all inbound shipments in the system.



```
\CFM                    INBOUND SHIPMENT PROCESSING     00.00.00 - 00:00:00
      Pickup   Expected
Stat  Date     Delivery   BL No.     Origin      St  Quantity     # Pkg  Type SRC
5510 91.03.03 91.03.03  BLNO1      FAIRFIELD   NJ     22220         0
5510 93.01.01 93.01.01  G2233434   MANCHESTER  CT      2340         0
5500 93.05.10 93.05.12  G2277536   KEYPORT     WA     21096 P       6       C
5500 93.05.06 93.05.14  G2277530   KEYPORT     WA       274 P       1
5500 93.05.06 93.05.14  G2277534   KEYPORT     WA       240 P       1
5500 93.05.13 93.05.14  G2277543   KEYPORT     WA      2225 P       3
5500 93.05.14 93.05.15  G2277555   SIMI VALLE  CA       615 P       1
5500 93.05.06 93.05.17  G2277525   KEYPORT     WA       299 P       1
5500 93.05.12 93.05.17  G2277540   KEYPORT     WA      5946 P       3
5500 93.05.11 93.05.17  G2277542   KEYPORT     WA       117 P       3
5500 93.05.13 93.05.17  G2277549   KEYPORT     WA       124 P       1
5500 93.05.13 93.05.17  G2277548   KEYPORT     WA     13054 P       7
5500 93.05.14 93.05.17  G2277551   KEYPORT     WA     12190 P       8       C
5500 93.05.06 93.05.18  G2277526   KEYPORT     WA       214 P       1
5500 93.05.06 93.05.18  G2277531   KEYPORT     WA       475 P       1
5500 93.05.12 93.05.19  G2277547   KEYPORT     WA     12261 P      12
5500 93.05.07 93.05.20  G2277535   KEYPORT     WA       324 P       2
                                                                      ↓
 Ship    Transfer   Close    Archive    Utilities   eXit

Create new shipments
```

Figure 1-3. Inbound Shipment Processing List.

1.3.1 Columns Displayed

Each line on the screen represents a shipment, with the following columns of data presented for each one.

Column	Description
Stat.	A system assigned 4-digit code that indicates the current status of the each shipment. The status code is used by the system to determine if a shipment is ready the next level of processing. There are several major levels of status codes for all inbound shipments: 5000 Advance notice of BL received 5500 Equipment for BL is confirmed moving 6000 Partial close out of equipment for BL 6500 Close out complete / ready for archive 7000 BL archived
Pickup Date	The date that the shipment was picked up by the carrier at the origin.
Expected Delivery	The desired or required delivery date of the shipment, as specified by the shipper.
BL No.	The bill of lading number assigned to this shipment.
Origin	The city and state of the shipment's origin.
Destination	The city and state of the shipment's final destination.
Quantity	The total quantity for this shipment. Generally in pounds, but may be gallons or barrels.
Unit of Measure	The unit of measure for total quantity. P Pounds G Gallons B Barrels
# Pkg	The number of pieces (packages) in this shipment.
Type	The package (or container) type. For example, box, carton, etc.
SRC	Security risk code. A C denotes confidential, an S denotes security risk. *Note: Shipments with security risk codes are displayed in yellow.*

1.3.2 Menu Options

The table below lists the menu options available on the **Inbound Shipment Processing List.**

Option	Description
Ship	Accesses a shipment list from which inbound shipments can be added to the system, edited, or deleted.
Transfer	Initiates an electronic (via modem) communication session with the CFM Host for EDI data transfer.
Close	Allows you to close out a shipment that has been received.
Archive	Lists all shipments that have been closed and transmitted to the Host, and allows you to select shipments to be archived to floppy disk. Archived shipments are removed from the system upon completion. A Restore function is available to retrieve shipments from the archive.
Utilities	Displays a menu of utility functions that allows you to: 1. Review the processing history of the currently highlighted shipment. 2. Obtain a more detailed view of the currently highlighted shipment. 3. Search and sort the current list by user selected criteria. 4. List all the status codes used by the system along with a short description of each. 5. Produce a report that lists all shipments in the system. This report lists the shipment status and tasks remaining for each shipment. X. Return to the Shipment Processing List.
Exit	Returns to the main menu.

1.4 User-Entered Shipment Processing

The **Ship** option on the **Inbound Shipment Processing List** accesses the **User-Entered Shipment Processing List** screen. This screen is used to add, modify or delete bill of lading information for inbound shipments that you did not receive electronically. If a shipper is not a CFM Field Module user, then the shipment request information will not be transmitted to you via the CFM Host. In these cases, when you receive the GBL, you should enter the information from this screen.

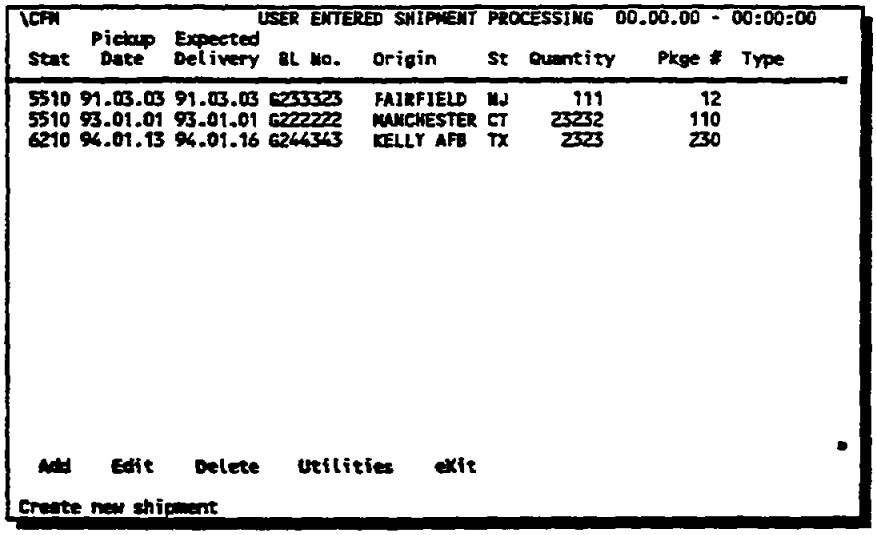


Figure 1-4. User-Entered Shipment Processing.

1.4.1 Columns Displayed

Each line on the screen represents a shipment, with the following columns of data presented for each one.

Column	Description
Stat.	A system assigned 4-digit code that indicates the current status of the each shipment. The status code is used by the system to determine if a shipment is ready the next level of processing. There are several major levels of status codes for all inbound shipments: 5000 Advance notice of BL received 5500 Equipment for BL is confirmed moving 6000 Partial close out of equipment for BL 6500 Close out complete / ready for archive 7000 BL archived
Pickup Date	The date that the shipment was picked up by the carrier at the origin.
Expected Delivery	The desired or required delivery date of the shipment, as specified by the shipper.
BL No.	The bill of lading number assigned to this shipment.
Origin	The city and state of the shipment's origin.
Quantity	The total quantity for this shipment. Generally in pounds, but may be gallons or barrels.
Pkge #	The number of pieces in this shipment.
Type	The package (or container) type. For example, box, carton, etc.

1.4.2 Menu Options

The table below lists the menu options available on the **Shipment Processing List**.

Option	Description
Add	Accesses a shipment detail screen, from which you can add the pertinent GBL data.
Edit	Displays the currently highlighted shipment for edit.
Delete	Deletes the currently highlighted shipment.

Option	Description
Utilities	Displays a menu of utility functions that allows you to: 1. Review the processing history of the currently highlighted shipment. 2. Obtain a more detailed view of the currently highlighted shipment. 3. Search and sort the current list by user selected criteria. 4. List all the status codes used by the system along with a short description of each. 5. Produce a report that lists all shipments in the system. This report lists the shipment status and tasks remaining for each shipment. X. Return to the Shipment Processing List.
Exit	Returns to the previous screen.

1.4.3 Adding a User-Entered Shipment

To add GBL data for an inbound shipment, press [A] from the User Entered Shipment Processing List screen. The Shipment Detail screen, shown below, will then be displayed.

```
\CFM                    USER ENTERED SHIPMENT PROCESSING  00.00.00 - 00:00:00
Status: 5010 BL No.:                                Route Order:
                          Shipment Detail
 Origin.....:                                       SCAC ...:
                                                    # of eqp:    0
 Stop-off( ):
 Destination.:                                      Available:   . .
                                                    Pickup...:   . .
 Serv.:                                             DOD/RDD..:   . .
 Marks:                                             Mode.....: B

 Eqpt  Equipment                                Quantity    Type
 NO RECORDS FOUND

(M) Enter Bill of Lading number
```

Figure 1-5. Adding a User Entered Shipment.

This screen is divided into two parts: the top of the screen contains the shipment detail information, the bottom portion contains the equipment record(s). The cursor will be placed in the **BL No.** field when this screen is initially displayed.

1.4.3.1 Shipment Detail Data Fields

Consult the table below for guidance on entering the Shipment Detail information.

Screen Label	Description
BL No.	Enter the bill of lading number for the inbound shipment.
Route Order	Enter the route order number for the inbound shipment.
Origin	Enter the origin point for the shipment. (There is a pick list available from this field.)
Destination	Enter the final destination of the shipment. (There is a pick list available from this field.)
Available	Enter the availability date for this shipment. (YY.MM.DD)
Pickup	Enter the date that the shipment was picked up at the origin (YY.MM.DD).
DDD/RDD	Enter the desired or required delivery date for this shipment (YY.MM.DD).
Mode	Enter the movement mode for this shipment. (There is a pick list available for movement mode codes.)

1.4.3.2 Columns Displayed on the Equipment Portion of the Screen

The following table describes the columns on the **Equipment** portion of the screen.

Screen Label	Description
Eqp#	System-assigned number for the piece of equipment; begins with 001.
Equipment	Description of the equipment.
Quantity	Weight of the freight shipped on the equipment.

Type	Container type in which the freight was shipped.

1.4.3.3 Menu Options

Once you have entered the shipment detail data, a selection of menu options becomes available at the bottom of the screen. The following table describes the menu options on the **Shipment Detail** screen.

Option	Description
Add	Displays the **Equipment Type** screen, from which you can add an equipment record.
Edit	Edits the highlighted equipment record.
Delete	Deletes the highlighted equipment record.
Service	Displays the **Service Description** screen, from which you can add an accessorial or protective service record.
Header	Accesses the top half of the screen (the header information) for edit.
Exit	Returns to the previous screen.

1.4.4 Adding Equipment to a User-Entered Shipment

After entering the shipment detail header, you should add an equipment record, which contains the type of equipment, the equipment and tractor numbers, and the weight of the shipment. Press **A** to add an equipment record. The screen shown in Figure 1-6 will then be displayed.

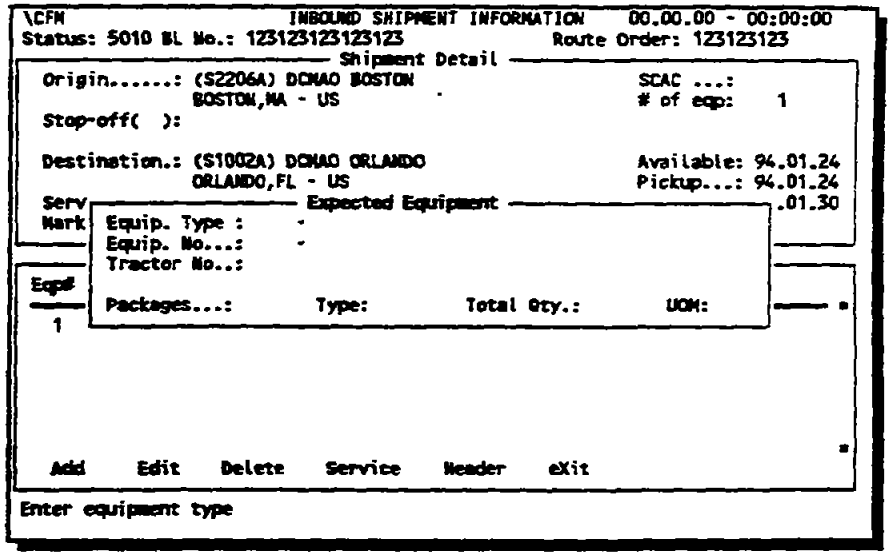


Figure 1-6. Adding Equipment to a User-Entered Shipment.

Consult the table below for guidance on entering the Equipment information.

Screen Label	Description
Equip. Type	Enter the equipment type code (e.g., AV1). There is a pick list available from this field.
Equip. No.	The identification number for the equipment.
Tractor No.	The identification number for the tractor.
Packages	Enter the number of packages.
Type	Enter the container type code for the packaging in which the freight was shipped. (A pick list is available.)
Total Qty.	Enter the total quantity (in pounds, gallons, or barrels).

Screen Label	Description
UOM	Enter the unit of measure: P = pounds G = gallons B = barrels

After you have completed data entry for the equipment record, the information is automatically saved and the equipment record is displayed across the bottom of the screen.

Continue to add equipment in the same manner, if necessary.

1.4.5 Adding Services

If the shipment you are entering has accessorial or protective services, you should enter the services and the associated costs. To do this, press S to select the Services option. The screen shown in Figure 1-7 will then be displayed.

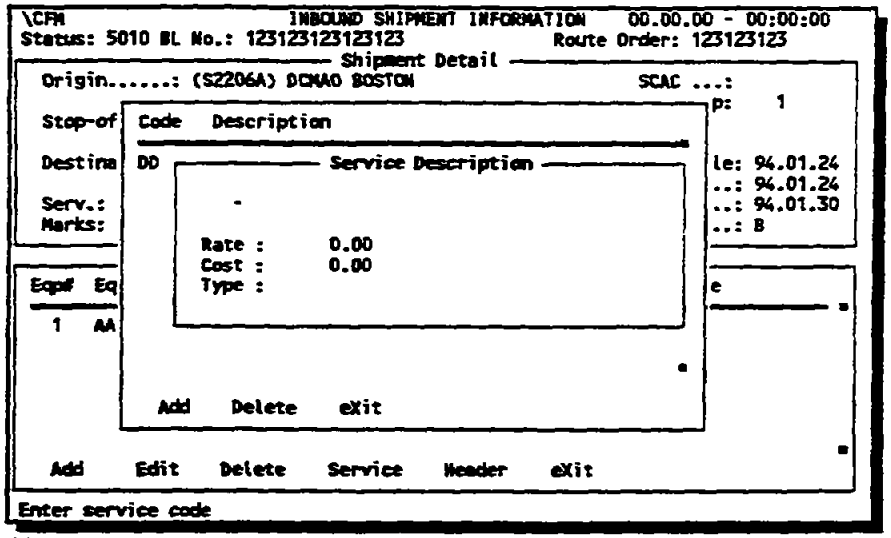


Figure 1-7. Adding Services to a User-Entered Shipment.

1.4.5.1 Services Data Fields

Consult the table below for guidance on entering the Shipment Detail information.

Screen Label	Description
Service Code	Enter the code for the accessorial or protective service. A pick list is available.
Rate	Enter the rate (per mile or per hour) for this service.
Cost	Enter the total cost for this service.
Type	Enter an A if this is an accessorial service, or a P if this is a protective service.

After entering the data in the table above, the record will automatically be saved and you will be returned to the Shipment Detail screen. The service code will be displayed in the Serv: field on the left of the screen. Continue to add services in the same manner, if necessary.

1.4.6 Inbound Shipment Utilities

The inbound shipment utilities allow you to view additional data for a particular shipment, perform search and sorts on the shipment list, and create a shipment report.

For complete information on Shipment Utilities, please see Section 1.8 on page 1-42.

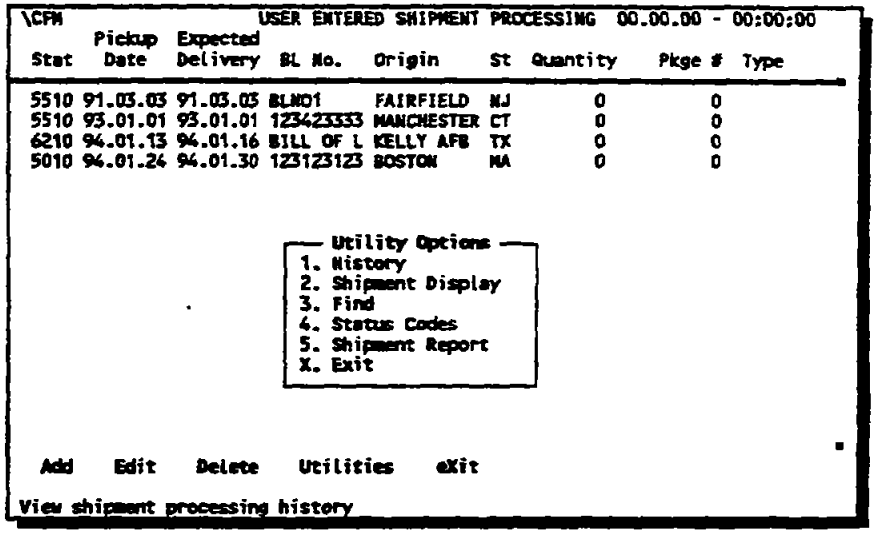


Figure 1-8. Inbound Shipment Utilities.

1.4.7 Utilities Options

The table below lists the Utilities options.

Screen Label	Description
1. History	Displays the processing history of the highlighted shipment.
2. Shipment Display	Displays the detail of the highlighted shipment.
3. Find	Searches for a particular shipment.
4. Status Codes	Displays a list of shipment status codes, with the highlighted shipment's status code first.
5. Shipment Report	Creates a shipment report.
X. Exit	Returns to the previous screen.

1.5 Transferring Data to the Host

To transfer data to the Host, press [T] (Transfer) from the **Inbound Shipment Processing List**. You will be asked to confirm that you would like to contact the Host. Highlight <Yes> and press [Enter].

From this point forward, the process is automatic. The system will prepare a file containing all BL and TDR data, log in to the host, transmit the data, and receive a confirmation of the transfer. The system then logs off the Host, and returns control to your PC.

After the transfer is complete, you will have the option of viewing the **File Transfer Report**. Pressing [1] displays it on your screen, pressing [2] sends it to the printer, and pressing [3] does both. If you exit without viewing the report, you will not have a chance to view it again.

It is recommended that you view the File Transfer Report, to make sure that there were no transmission problems. If there were, they are documented in the report. This may help with troubleshooting any communciations problems.

1.6 Inbound Shipment Close Out

Once a shipment has been received, it should be tallied in (not required) and then closed. If there are discrepancies, these should be noted and a TDR should be created. All of these functions are available by pressing [C] from the **Inbound Shipment Processing List** screen. After executing the Close function, the screen shown in Figure 1-9 will be displayed.

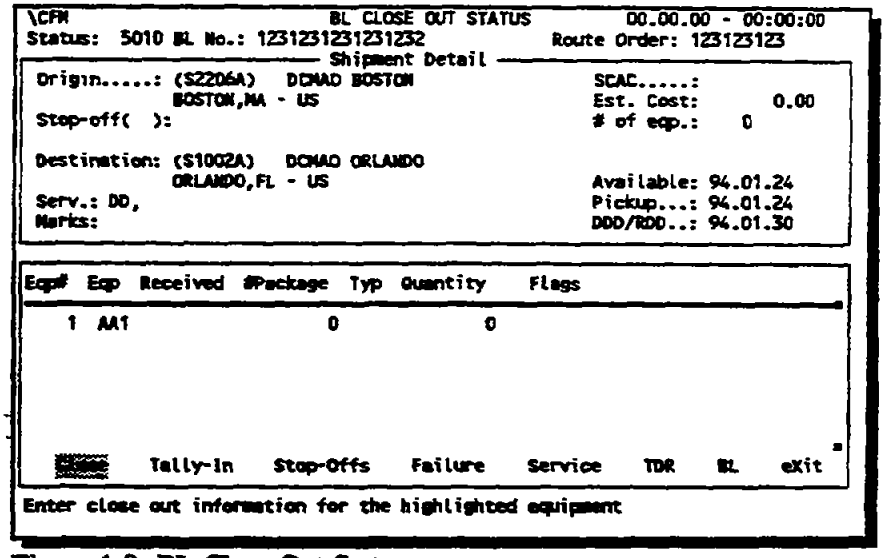


Figure 1-9. BL Close Out Status screen.

This screen is divided into two parts: the top of the screen contains the shipment detail information, the bottom portion contains the equipment record(s).

1.6.1 Shipment Detail Data Fields

The following table describes the data elements on the Shipment Detail portion of the screen.

Screen Label	Description
Status	The status code of this shipment.
BL No.	The bill of lading number for the inbound shipment.
Route Order	The route order number for the inbound shipment.
Origin	The origin point for the shipment.

Screen Label	Description
Stop-off	If this shipment had a stop-off, this field indicates the address data for the stop-off.
Destination	The final destination of the shipment.
Serv.	If services were requested for this shipment, the service code(s) appear here.
Marks	Additional information about the shipment.
SCAC	The Standard Carrier Alpha Code for the carrier that moved this shipment.
Est. Cost	The estimated shipping cost.
# of Eqp.	The number of pieces of equipment used to move this shipment.
Available	The availability date for this shipment. (YY.MM.DD)
Pickup	The date that the shipment was picked up at the origin (YY.MM.DD).
DDD/RDD	The desired or required delivery date for this shipment (YY.MM.DD).
Mode	The movement mode for this shipment.

1.6.2 Columns Displayed on the Equipment Portion of the Screen

The following table describes the columns on the **Equipment** portion of the screen.

Screen Label	Description
Eqp#	System-assigned number for the piece of equipment; begins with 001.
Eqp	Description of the equipment.
Received	The date this shipment was received.
#Package	The number of packages comprising this shipment.
Typ	Container type in which the freight was shipped.
Quantity	Weight of the freight shipped on the equipment.
Flags	Special shipment flags associated with shipment units on this piece of equipment.

1.6.3 Menu Options

The following table describes the menu options on the BL Close Out Status screen.

Option	Description
Close	Displays the Equipment Close-Out screen, from which you can close out the highlighted equipment.
Tally-In	Displays the Edit Tally Information, from which you can record data about the received shipment.
Stop-Offs	Displays close out information for the stop-offs this shipment made (only accessible if the information has been transmitted).
Failure	Displays the Service Failure/Non-Use screen, from which you can record service failures.
Service	Displays the Services Not Provided screen, from which you can view accessorial and protective service requests, and mark them as not having been provided.
TDR	Creates a TDR from this shipment's bill of lading data.
BL	Creates a report for this shipment.
Exit	Returns to the previous screen.

1.6.4 Closing Out Equipment

To close out equipment, press **C**. The **Equipment Close Out** screen (Figure 1-10) will be displayed. From this screen, you must enter delivery data and can enter information on seals that were applied at the destination point. Other information is provided by the system if available.

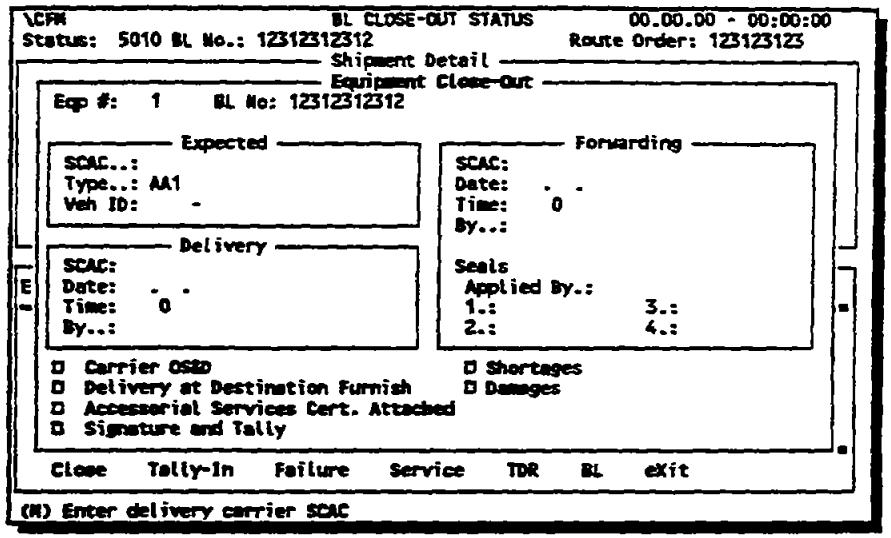


Figure 1-10. Equipment Close Out.

1.6.4.1 Data Displayed

The following data elements are displayed on the **Equipment Close Out** screen. The only data you will need to enter is in the **Delivery** window and the checkboxes at the bottom of the screen.

Screen Label	Description
Eqp #	The equipment number of this equipment.
BL No.	The Bill of Lading number for this shipment.
Expected Window	
SCAC	The SCAC for the carrier entered on the GBL.
Type	The equipment type code entered on the GBL.
Veh ID	The vehicle identification number for the equipment entered on the GBL.

Screen Label	Description
Delivery Window	
SCAC	The SCAC for the delivering carrier. This is a mandatory user entry. There is a pick list available for partial or unknown entries.
Date	The date the shipment was delivered to this point. This is a mandatory user entry.
Time	The time the shipment was delivered to this point. This is a mandatory user entry.
By	The name of the delivering carrier's agent. This is a mandatory user entry.
Forwarding Window	
SCAC	The SCAC for the forwarding carrier.
Date	The date the shipment was forwarded to the next delivery point.
Time	The time the shipment was forwarded to the next delivery point.
By	The name of the forwarding carrier's agent.
Seals Applied By	If seals were applied at the stop-off point, enter CA if they were applied by the carrier or SH if they were applied by the shipper.
1st - 4th Seal	If seals were applied at the stop-off point, enter the seal numbers in the appropriate field.
Other Information	
Carrier OS&D	Enter an "X" if a carrier OS&D report is attached.
Delivery at Destination Furnish	Enter an "X" if delivery was furnished at this destination.
Accessorial Services Cert. Attached	Enter an "X" if the accessorial services certification is attached.
Signature and Tally	Enter an "X" if the signature and tally documentation is attached.
Shortages	Enter an "X" if there are shortages.
Damages	Enter an "X" if there are damages.

1.6.5 Tallying In a Shipment

Shipment tally-in is provided as an option on the BL Close Out Status screen. It is recommended that you tally in a shipment, but is not required.

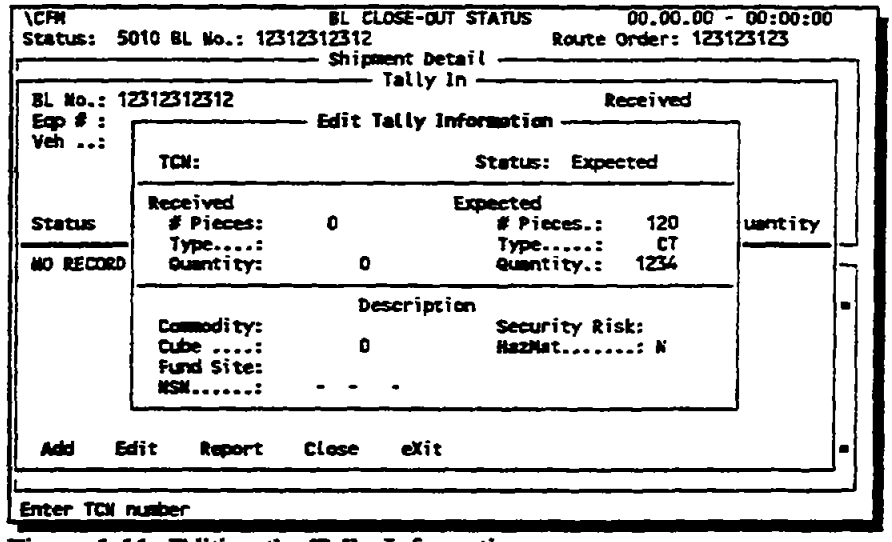


Figure 1-11. Editing the Tally Information.

1.6.5.1 Fields Displayed

The following table describes the fields on the Edit Tally Information screen.

Screen Label	Description
TCN	The Transportation Control Number for this shipment.
Status	The status: either "Expected" or "Not Expected" for this shipment.
Note: The data on the right side of the screen labelled "Expected" should be brought forward from the bill of lading. You cannot edit these fields. You will enter data for the "Received" portion.	
# Pieces Received/ Expected	The number of pieces ··ckages) received/expected.
Type Received/ Expected	The container type for the freight received/expected.

Screen Label	Description
Quantity Received/ Expected	The quantity (usually weight) for the freight received/expected.
Commodity	The commodity code for this shipment.
Cube	The volume (in cubic feet) for this shipment.
Fund Cite	The Fund Cite Code under which this freight was shipped.
NSN	The National Stock Number for this shipment.
Security Risk	The security risk (if any) for this shipment.
HazMat	If this shipment contains hazardous materials, this field will contain a **Y**, if not, an **N**.

1.6.6 Close Out Information for Stop-Offs

The Stop-Off function allows you to view close out data for stop-offs that were made along the route of this shipment. However, this information will only be available if the recipients at the stop-off point have closed out their portion of the shipment, and this information has been transmitted to you via the Host.

To view stop-off close out information, press C from the **Inbound Shipment Processing** screen, then O from the **BL Close Out Status** screen. The screen shown in Figure 1-12 will then be displayed.

```
\CFM                          BL CLOSE OUT STOP-OFFS        00.00.00 - 00:00:00
Status: 6200  BL No.: 64045262-XX                    Route Order: GUARANTEED
                              Shipment Detail
Origin.....: (W15QLL)   1301ST MAJ PORT CMD, BAYONNE   SCAC.....: MBRC
             BAYONNE,NJ - US                           Est. Cost: 1425.50
Stopoff(03): (W61DEL)   FORT HUACHUCA, AZ              # of Eqp.: 1

Destination: (W68P4C)   1313TH MED PORT CMD, SEATTLE
             SEATTLE,WA - US                           Available:   . .
Serv.:                                                 Pickup...:   . .
Marks: STOPS                                           DDD/RDD..: 94.02.26

 Stop Address  City              ST  SPLC       Reason      Closed
 02   967124   LITTLE ROCK       AR  612200250  UNLOADING     Y
 03   W61DEL   FORT HUACHUCA     AZ  795783250  UNLOADING     N

  Inquire    eXit
View stop off information
```

Figure 1-12. Stop-Off Close Out.

1.6.6.1 Shipment Detail Data Fields

The following table describes the data elements on the **Shipment Detail** portion of the screen.

Screen Label	Description
Status	The status code of this shipment.
BL No.	The bill of lading number for the inbound shipment.
Route Order	The route order number for the inbound shipment.
Origin	The origin point for the shipment.

Screen Label	Description
Stop-off	If this shipment had a stop-off, this field indicates the address data for the stop-off.
Destination	The final destination of the shipment.
Serv.	If services were requested for this shipment, the service code(s) appear here.
Marks	Additional information about the shipment (STOPS will be displayed for a shipment with stop-offs).
SCAC	The Standard Carrier Alpha Code for the carrier that moved this shipment.
Est. Cost	The estimated shipping cost.
# of Eqp.	The number of pieces of equipment used to move this shipment.
Available	The availability date for this shipment. (YY.MM.DD)
Pickup	The date that the shipment was picked up at the origin (YY.MM.DD).
DDD/RDD	The desired or required delivery date for this shipment (YY.MM.DD).

1.6.6.2 Columns Displayed on the Stop-Off Portion of the Screen

The following table describes the columns on the Stop-Off portion of the screen.

Screen Label	Description
Stop	The stop-off number for this stop-off. Begins with 01 and increments from there.
Address	The address code for the stop-off point.
City	The city in which the stop-off is made.
ST	The state in which the stop-off is made.
SPLC	The SPLC code for the stop-off point.
Reason	The reason for the stop-off (either loading or unloading).
Closed	This field indicates whether this stop-off has been closed. A Y indicates that it has been closed, an N indicates that it has not.

1.6.6.3 Viewing the Stop-Off Close Out Detail Information

Highlight the desired stop-off and press [I] to inquire on (view) the stop-off close out detail information. The screen shown in Figure 1-13 will then be displayed.

Note: *You can only view close out information for stop-offs that have a Y in the Closed column. If the stop-off has not been closed, there will be no information to view. A message will be displayed indicating that there is no stop-off information available.*

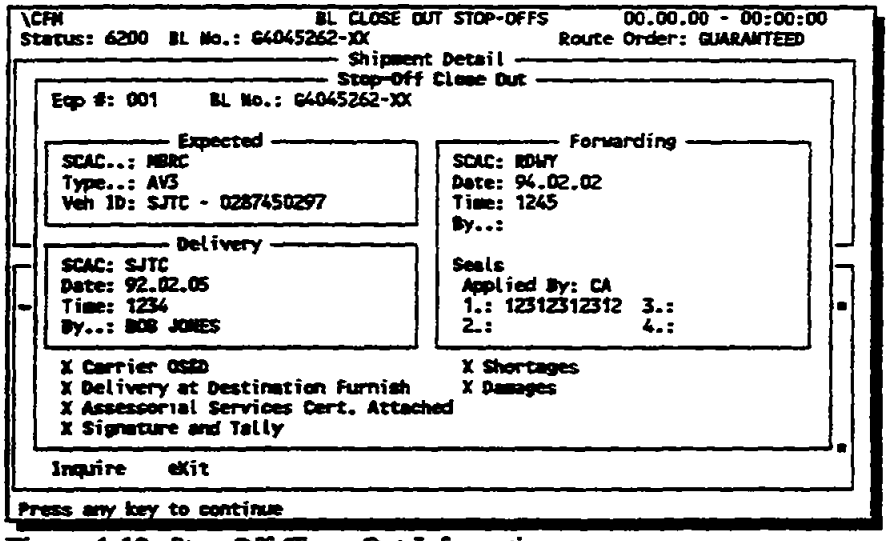


Figure 1-13. Stop-Off Close Out Information.

1.6.6.4 Data Displayed

The following data elements are displayed on the Stop-Off Close Out screen.

Screen Label	Description
Eqp #	The equipment number of this equipment.
BL No.	The Bill of Lading number for this shipment.
Expected Window	
SCAC	The SCAC for the carrier entered on the GBL.
Type	The equipment type code entered on the GBL.

Screen Label	Description
Veh ID	The vehicle identification number for the equipment entered on the GBL.
Delivery Window	
SCAC	The SCAC for the delivering carrier.
Date	The date the shipment was delivered to this point.
Time	The time the shipment was delivered to this point.
By	The name of the delivering carrier's agent.
Forwarding Window	
SCAC	The SCAC for the forwarding carrier.
Date	The date the shipment was forwarded to the next delivery point.
Time	The time the shipment was forwarded to the next delivery point.
By	The name of the forwarding carrier's agent.
Seals Applied By	If seals were applied at the stop-off point, CA is displayed if they were applied by the carrier and SH is displayed if they were applied by the shipper.
1st - 4th Seal	If seals were applied at the stop-off point, the seal numbers are displayed in the appropriate field.
Other Information	
Carrier OS&D	An "X" is displayed if a carrier OS&D report is attached.
Delivery at Destination Furnish	An "X is displayed if delivery was furnished at this destination.
Accessorial Services Cert. Attached	An "X is displayed if the accessorial services certification is attached.
Signature and Tally	An "X is displayed if the signature and tally documentation is attached.
Shortages	An "X is displayed if there are shortages.
Damages	An "X is displayed if there are damages.

1.6.7 Entering a Service Failure

Press [F], then press [A] to add a service failure record. The screen shown below will be displayed. For all non-use/service failure records created, you will be asked to enter additional detailed information such as the date the shipment was offered to the carrier, the date of the failure, and a detailed description that includes any additional relevant information. This information will be used in the Carrier Performance program both on the Field/Receiver Module and on the Host.

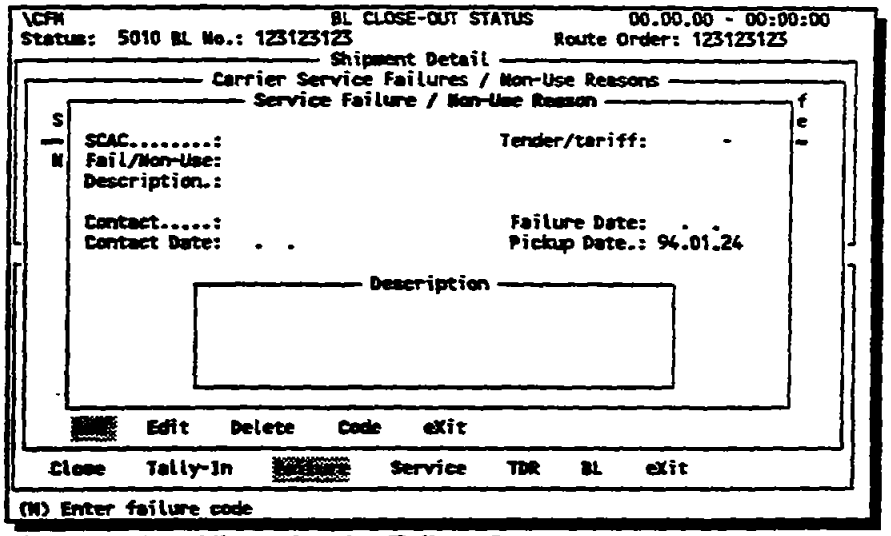


Figure 1-14. Adding a Service Failure Code.

1.6.7.1 Data Elements

Screen Label	Description
SCAC	The Standard Carrier Alpha Code for the delivering carrier.
Tender/Tariff	The tender or tariff number under which this freight was shipped.
Fail/Non-use	Enter the failure code for the service failure. Enter an asterisk (*) then press [Enter] if you would like to see a pick list of failure/non-use codes.
Description	Text description of the failure that is associated with the failure/non-use code entered.

Screen Label	Description
Contact	Name of the person to contact at the carrier.
Contact Date	Date the carrier was contacted about this shipment
Failure Date	Date the failure occurred.
Pickup Date	Date that the shipment was picked up at the origin point. This is brought forward from BL data.

1.6.8 Services not Provided

The **Service** option on the **BL Close Out Status** is available to enter a record of any services that were requested but not provided by the delivering carrier. Services requested by the shipper will automatically be brought forward and displayed in list form. Frequently, the recipient of a shipment knows when a service has not been provided and the shipper may not. To view a list of requested services, highlight the desired equipment and press [S] from the BL Close Out screen. The screen shown in Figure 1-15 will then be displayed.

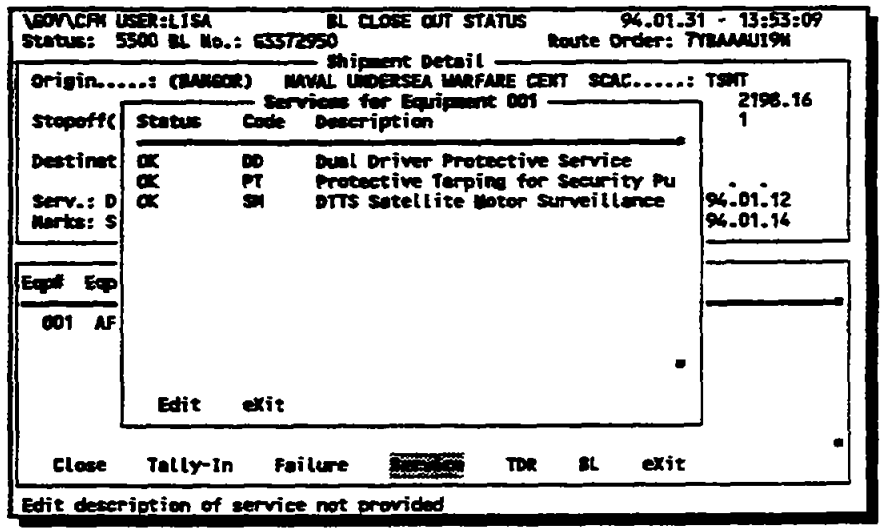


Figure 1-15. Services Not Provided.

1.6.8.1 Columns Displayed

The following columns of data are displayed on the **Services Not Provided** screen.

Screen Label	Description
Status	The status of the service. This field will read "Failure" if "service not provided" data has been entered using the Failure menu option or "OK" if nothing has been entered for this service.
Code	The services type code.
Description	A brief description of the service not provided.

1.6.8.2 Menu Options

The following menu options are available from the **Services Not Provided** screen.

Option	Description
Failure	Displays a description of the service not provided in edit mode. Only services not provided should be edited to indicate their absence.
Exit	Returns to the previous screen.

1.6.8.3 Indicating that a Service Was Not Provided

To add a description of a service that was not provided, highlight the service and press [F]. The **Service Not Provided Description** screen will be displayed (Figure 1-16).

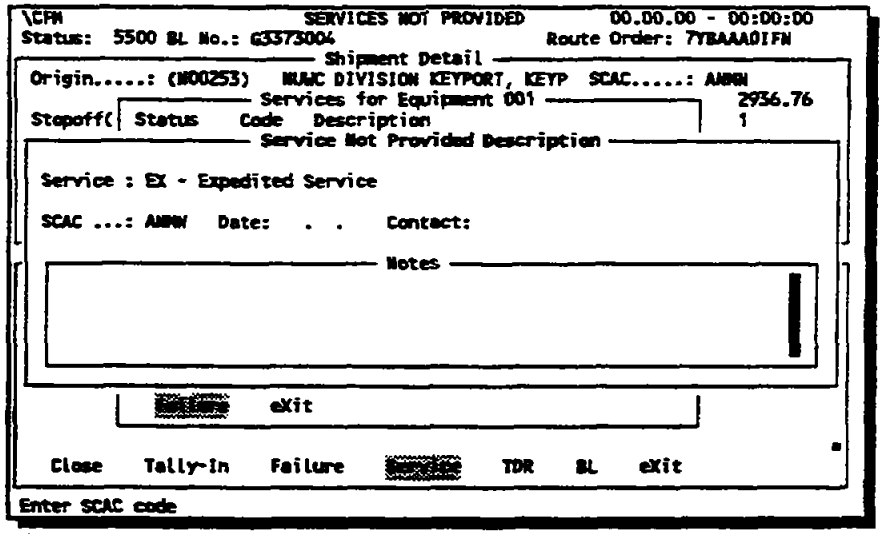


Figure 1-16. Service Not Provided Description.

1.6.8.4 Data Displayed

The following data fields are displayed on the **Service Not Provided Description** screen.

Screen Label	Description
Service	The service code and description for the service.
SCAC	The SCAC for the carrier that was to provide the service.
Date	The date of the service failure.
Contact	The name of the person contacted at the carrier office.
Notes	User-entered notes about the service failure.

After entering the data on this screen, you will be returned to the **Services for Equipment XXX** screen. The status column for the service you selected will now read **Failure**.

1.6.9 Creating a TDR from an Inbound Shipment Record

TDRs can easily be created from inbound bill of lading data. If you have received a shipment, and there is a discrepancy or problem with the shipment, you can create a TDR using the TDR function.

To create a TDR from an inbound BL, follow the steps below.

Step	Action	Result
1	Press T from the BL Close Out Status screen to execute the TDR menu option.	You are asked whether you want to create a TDR for this shipment.
2	Press Y to indicate yes.	You are asked whether you would like to retrieve tally-in and equipment information.
3	Press Y if you would like to retrieve this data for all shipment units. Press N if you do not want to retrieve all shipment unit data.	The data is retrieved if you answered "yes" or it is not retrieved if you answered "no". The first screen of the TDR is then displayed.
4	Press B to edit a block of the TDR. Type 30, then press Enter.	The Remarks screen is displayed. Enter all information necessary about this TDR into this screen. Press Tab when you have finished.
5	Press B again to edit a block of the TDR. Type 31A, then press Enter.	Type all information requested: your name and title, telephone numbers, etc. Press Enter after each entry.
6	If you need to enter shipment unit data (blocks 20–29), press B once again, and type 20, then press Enter	Press A to add shipment unit data or E to edit existing shipment unit data. Then enter all pertinent information. Press Enter after each entry.
7	Press V to check the TDR for errors.	If errors are found, you must correct them by editing the block numbers indicated in the error message. Continue editing blocks until no errors are found. If no errors are found, you will be presented with a list of save options.

Step	Action		Result
8	Press [X] to exit the TDR entry process.		If there are errors found on the TDR, you will see a message indicating which information is missing, and the associated block. Press [3] to continue editing TDR, and edit the appropriate blocks to complete the required information. If there are no errors found, you will see a list of save options. Select the appropriate save option. (Usually [1] if you are processing electronically or manually and you haven't yet made copies of the TDR.)
9	**If you want to...**	**Then press...**	**Result**
	Save the TDR for sending to the CFM Host	[1] (Save and Set for Sending)	TDR is saved, and status code becomes 2010.
	Bypass the process of sending the TDR to the Host (you will be entering replies yourself because the recipient is not a CFM user)	[2] (Override to Sent)	TDR is saved, and you are asked whether you would like to print the TDR. After selecting an option, the status code becomes 2210.
	Continue to make changes to the TDR	[3] (Continue Editing TDR)	You return to the TDR Maintenance area.
	Come back to this TDR later to add information or make changes	[4] (Hold for Later Editing)	TDR is saved, and status code becomes 1010.
	Exit from the TDR, *without saving any of the information you just entered*	[X] (Exit without saving Changes)	No TDR data is saved.

1.6.10 Viewing Bill of Lading Data for an Inbound Shipment

The **BL** option allows you to access a set of five screens, which display the bill of lading data in a WYSIWYG (what you see is what you get) format. To view BL data, highlight the desired shipment and press G. The screen shown in Figure 1-17 will then be displayed.

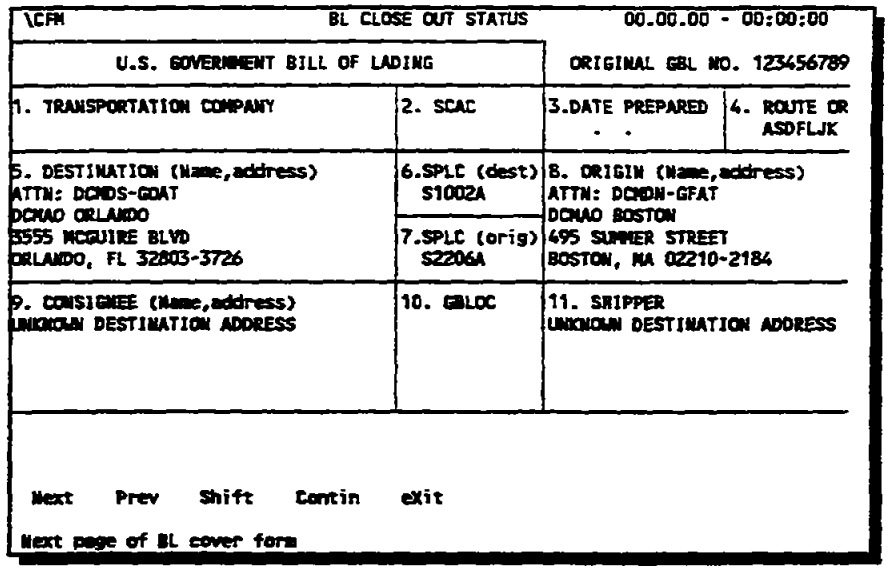


Figure 1-17. Viewing Bill of Lading Data.

1.6.10.1 Menu Options Available on All Screens of the BL

After accessing the BL function, the ring menu options listed in the table below are available. These options are available on **all** five screens of the BL.

Option	Description
Next	Displays the next screen of the BL Cover Sheet.
Prev	Displays the previous screen of the BL Cover Sheet.
Shift	Shifts the screen display left or right to view the complete form.
Contin	View the formatted BL Continuation Sheet by pressing C for "**Contin**". You can move back and forth through the formatted BL Continuation Sheet, then return to the original BL Cover Sheet.
Exit	Returns to the previous screen.

1.6.10.2 Moving through the Bill of Lading Screens

Use the N and P keys to move to the next screen and the previous screen of the GBL, respectively.

1.7 Archiving and Restoring Inbound Shipments

Press [A] from the **Inbound Shipment Processing List** to access the Archiving function. This function is provided so that you may archive (store on disk or in another directory in your system) and restore from disk or another directory any shipments that have been completely processed. Make sure that there is no further need to have these shipments online before you archive them. If you do discover a need for a shipment that has been archived, it only takes a minute or two to restore it. It is a good idea to carefully label all archive diskettes. You can print a list of diskette or directory contents using the Print option.

1.7.1 Shipment Archiving List

After activating the Archive function, the **Inbound Archiving List** is displayed, shown in Figure 1-18. All shipments with status codes of 6500 are displayed on this list.

```
\CFM                          INBOUND ARCHIVING LIST          00.00.00 - 00:00:00
      Pickup   Expected
Stat  Date     Delivery   BL No.    Origin     St  Quantity   # Pkg  Type SRC
6500 94.12.01 94.12.12  40123333 SOUTHWEST  NE      1417 P   2        BX
6500 94.12.01 94.12.14  40123334 ST LOUIS   MO      2300 P   1        BX
6500 94.12.01 94.12.12  40123335 SOUTHWEST  NE     60950 P   2        BX
  Tag    tag All    arChive    Restore    Print    Utils    eXit
Mark a shipment for archiving
```

Figure 1-18. Archiving a Shipment

1.7.1.1 Columns Displayed on the Shipment Archiving List

Column	Description
Stat	A system assigned 4-digit code that indicates the current status of the each shipment. The status code is used by the system to determine if a shipment is ready the next level of processing. 6500 Ready for archiving
Pickup Date	The date the shipment was picked up at the origin. The date is in the format YY.MM.DD.
Exp. Del.	The date the shipment is expected to be delivered at the destination. The date is in the format YY.MM.DD.
BL No.	The bill of lading number for the shipment.
Origin	The city and state of the shipment's origin.
Quantity	The total quantity of this shipment.
# Pkg.	The number of packages in the shipment.
Type	The package (container) type.
SRC	The security Risk Code for the shipment (if any).

1.7.1.2 Menu Options on the Shipment Archiving List

Option	Description
Tag	Mark the currently highlighted shipment for archiving or restoring.
Tag All	Mark *all* shipments for archiving or restoring.
Archive	Archive all tagged shipments to a diskette. Diskette may be in either drive A: or B:.
Restore	Restore shipments from a diskette to the CFM system.
Print	Print a list of all shipments on the diskette in drive A: or B:. You can look at the list on the screen or send it to a printer.
Utilities	Displays a menu of utility functions that allow you to: 1. Review the processing history of the currently highlighted shipment. 2. Obtain a more detailed view of the currently highlighted shipment. 3. Search and sort the current list by user selected criteria. 4. List all the status codes used by the system along with a short description of each. 5. Produce a report that lists all shipments in the system. This report lists the shipment status and tasks remaining for each shipment. X. Return to the Shipment Processing List.
Exit	Returns to the **Inbound Shipment Processing List.**

1.7.2 Archiving Shipments

Follow the steps below to archive shipment(s):

Step	Action	Result
1	Tag the shipments that you would like to archive by highlighting the shipment and pressing [T] to tag, or press [A] to tag all shipments.	The shipments are highlighted in yellow, and an arrowhead is displayed to the left of the tagged shipment(s).
2	Press [C] to activate the Archiving function.	You will be asked if you want to archive the tagged shipments.
3	Press [Y] for yes.	You will then be prompted to insert a diskette in drive A: or B: to receive the data.
4	If you are archiving to a diskette, press [Enter] to select drive A:, or use the [→] or your mouse to highlight B:, then press [Enter] if your disk is in drive B. If you are archiving to a directory, use the [→] to highlight Other:, then press [Enter]. You will then be prompted to enter the path for the directory where the shipments are to be archived. Type the path name, then press [Enter].	The tagged shipments will be archived to the diskette in the specified disk drive or to the specified directory. When the process has been completed, you will see a message indicating the archive is completed.
5	Press [Enter] to continue.	You will see messages saying that the system is Rebuilding, Performing Check, and Reindexing. You will then be returned to the Shipment Archiving List, and your archived shipment(s) are no longer displayed.

1.7.2.1 Labeling the Diskette

If you have archived the shipments to a diskette, it is a good idea to label the diskette on which you have just archived the shipments. You may want to include dates and/or GBL numbers for reference. You can use the **Print** option to create a list of shipments on your disk.

1.7.3 Restoring Shipments from a Diskette

Restoring a shipment that you have previously archived is similar to the archiving process described above. If, for any reason, you need to restore a shipment that was previously archived, follow these steps:

Step	Action	Result
1	Press R from the Shipment Archiving List.	The Restore function is activated and you will be prompted to select the drive in which the archived data resides.
2	**If you are restoring from a diskette,** press Enter to select drive A:, or use the → or your mouse to highlight B:, then press Enter if your disk is in drive B. **If you are restoring from a directory,** use the → to highlight Other:, then press Enter. You will then be prompted to enter the path for the directory where the shipments are archived. Type the path name and press Enter.	A screen is displayed, shown in Figure 1-19, listing the shipments archived on the diskette.
3	Tag the shipments that you want to restore by highlighting the desired shipment, then pressing T. You can also press A to tag all shipments.	The shipments are highlighted in yellow, and an arrowhead is displayed to the left of the tagged shipment(s).

Step	Action	Result
4	Press R to restore the tagged shipments.	The shipments are removed from the list.
5	Press X to exit from the Restore List.	The shipments are restored to your hard disk CFM system.
6	Press Enter to continue when you see the **Restore Completed!** message.	You are returned to the Shipment Archiving List, where your restored shipments have been added and displayed.

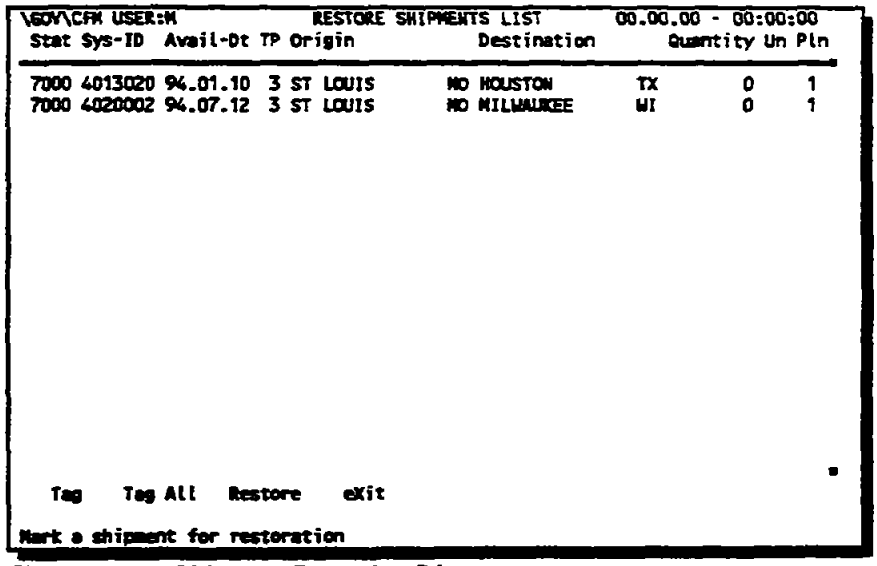


Figure 1-19. Shipment Restoring List.

1.8 Shipment Utilities

The inbound shipment utilities allow you to view additional data for a particular shipment, perform search and sorts on the shipment list, and create a shipment report.

1.8.1 Viewing Processing History of a Shipment

Press 5 on the **Utility Options** menu to display the **Shipment Processing History** screen. This screen allows you to view all the changes that have been made on the currently highlighted shipment. As a shipment is processed each change in status code is written to a file recording the change, the date and time, and the User ID of the person making the change.

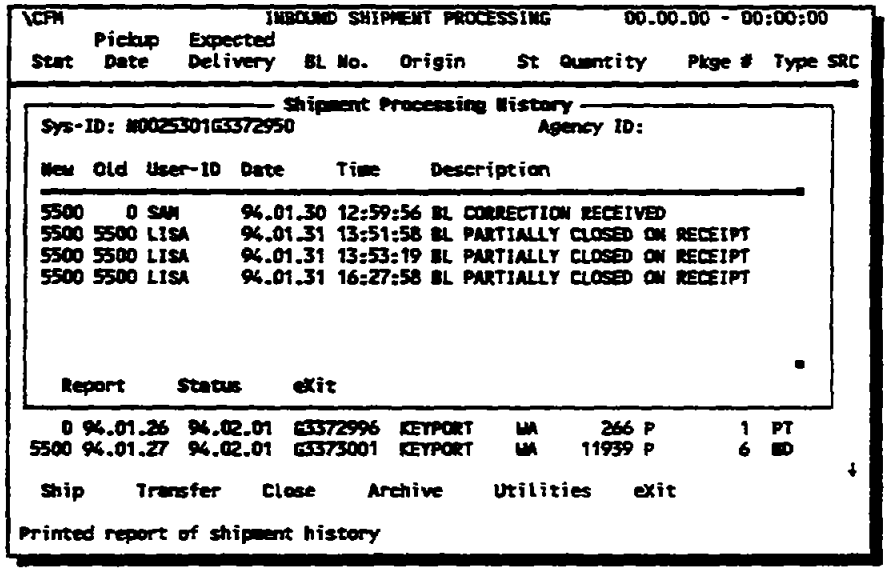


Figure 20. The Shipment Processing History screen.

1.8.1.1 Columns Displayed

The following columns of data are displayed for each change in the status of the currently highlighted shipment.

Screen Label	Description
Sys-ID	The System-ID number for the currently highlighted shipment.

Screen Label	Description
Agency ID	The Agency ID number for the currently highlighted shipment.
New	The status code after the change.
Old	The status code before the change.
User-ID	User-ID of the person making the change to the shipment.
Date	The date the change was made.
Time	The time (24 hour military time) that the change was made.
Description	A short description of the change.

1.8.1.2 Menu Options

The following menu options are available on the **Shipment Processing History** screen.

Option	Description
Report	Generate a report of the processing for this shipment. The report can be viewed, printed, or both.
Status	Display a list of status codes and their description.
Exit	Return to the current shipment list screen.

1.8.2 Viewing Bill of Lading Detail Data

Press 2 on the **Utility Options** menu to view detail for the highlighted shipment.

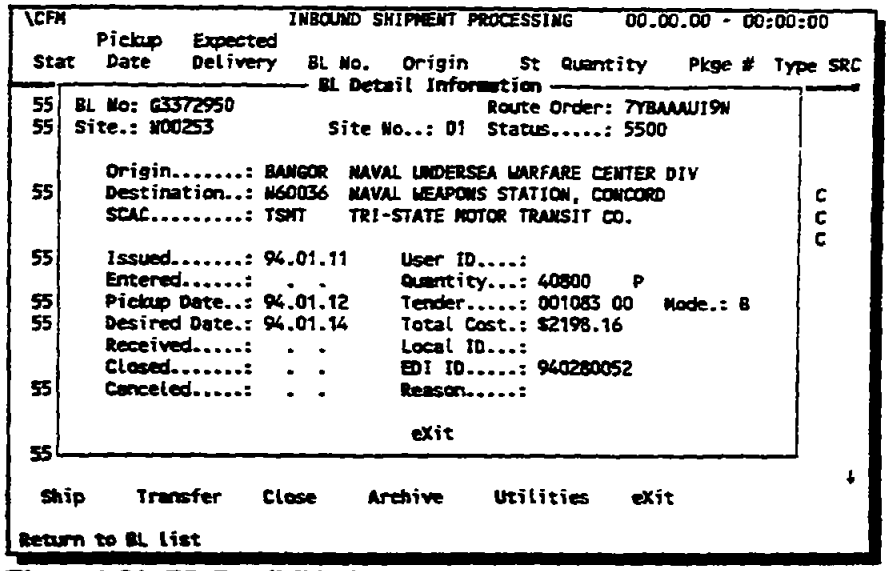


Figure 1-21. BL Detail Display.

1.8.2.1 Data Displayed

The following table describes the data displayed on the **BL Detail Display** screen.

Screen Label	Description
BL No.	The bill of lading number for this shipment.
Route Order	The route order number for this shipment.
Site/ Site No.	The DODAAC and site number for the originator of the shipment.
Status	The current status code of the shipment.
Origin	The origin address code and city name and SPLC.
Destination	The destination address code and city name and SPLC.
SCAC	The SCAC of the delivering carrier.

Screen Label	Description
Issued	The date the bill of lading was issued.
Entered	The date that the shipment was entered into the system.
Pickup Date	Date the shipment was picked up at the origin.
Desired Date	Desired Delivery Date.
Received	Date the shipment was received.
Closed	Date the shipment was closed out.
Canceled	Date the shipment was canceled.
User ID	The user ID of the user that created the shipment.
Quantity	Quantity and unit of measure as rated.
Tender	The tender and supplement number for the tender under which the freight was shipped.
Total Cost	The total cost (as rated) to ship the freight.
Local ID	The local shipment identifier for this shipment.
EDI ID	The unique EDI identifier (consists of date and a sequence number) for this shipment.
Reason	The bill of lading cancellation reason code.

1.8.3 Using the Find Function

Press 3 on the **Utilities Options** menu to access the Find function. It is designed to allow you to select and sort the shipments according to criteria you define.

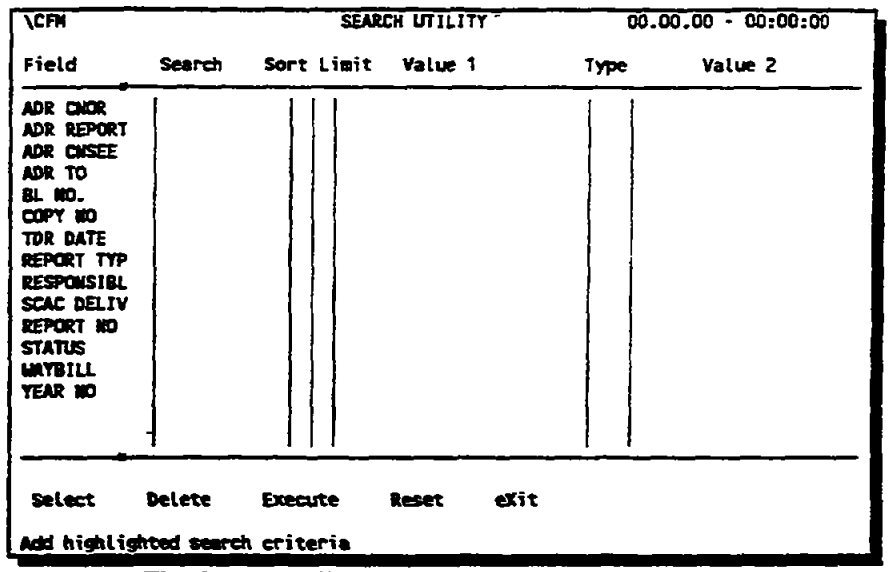


Figure 22. The Search Utility Screen.

1.8.3.1 Columns Displayed

Screen Label	Description
Field	This column represents fields found in the shipment database on which to search and sort the list. The field can be selected by using the arrow keys to highlight the field name and pressing S for "Select".
Search	This column represents search and sort fields that you have chosen. The system will execute the search and sort program in the order the criteria have been entered.
Sort	This column indicates whether you wish to sort the resulting shipment list by the Search Field on this line.
Limit	This column indicates whether to limit the resulting shipment list to the shipments that have met this criterion.

Screen Label	Description
Value 1	This column contains the first limitation on the database for the selected field.
Type	This column describes the type of limitation on the selected field. The options indicate that the selected database field must be: = equal to Value 1 >= greater than or equal to Value 1 <= less than or equal to Value 1 > greater than Value 1 < less than Value 1 <-> outside the range of Value 1 and Value 2 >-< between the range of Value 1 and Value 2 $ contains Value 1 (case sensitive) $N contains Value 1 (non case sensitive)
Value 2	This columns describes the second limitation on the shipment unit database for the selected field. It is only entered when the Type column specifies a range of values are needed.

1.8.3.2 Menu Options

The following menu options are available on the **Shipment Search Utility** screen.

Option	Description
Select	Chooses the highlighted database field in the **Field** column as a search and sort criteria. It will add the field to the **Search** column or allow the **Search** to be edited if already a part of the criteria. The system prompts you to fill in the rest of the columns for the selected field.
Delete	Removes the highlighted database field from the search and sort criteria. If it is not selected as a criteria, no action is taken.
Execute	Performs the search and sort on the shipment database and redraws the list.
Reset	Resets the search criteria and restores the complete shipment list.
Exit	Returns to the shipment list without performing a search, but saves the search criteria.

1.8.3.3 Performing a Search

To execute a search and sort of the shipment list, perform the following steps:

Step	Action	Result
1	In the **Field** column, use the arrow keys to highlight the data element on which to perform a sort or search.	The data element is highlighted.
2	Press S to select that field as one of the criteria.	The system displays the data element in the **Search** column.
Note: The system will perform the search and sort based on the data elements in the order they are listed in the **Search** column.		
3	In the **Sort** column for the new data element, enter Y to indicate that the shipment list should be sorted on this data element. If no sort is desired, enter N. All sorts are in ascending order, that is, lowest value to highest value.	System accepts your entry and moves to the next field.
4	In the **Limit** column for the new data element, enter Y if you would like the resulting shipment list to be limited to those shipments that contain the specific value or range of values that you have selected. If you would like the list sorted by, but not limited to the search criteria, enter N.	System accepts your entry and moves to the next field.
5	In the **Value 1** column, enter the first value for the new data element that the shipment must match.	System accepts your entry and moves to the next field.

Step	Action	Result
6	In the **Type** column, enter the relationship between **Value 1** and the data element found in the shipment. The data element relationship must be one of the following boolean operators: = equal Value 1 >= greater than or equal to Value 1 <= less than or equal to Value 1 > greater than Value 1 < less than Value 1 <-> outside the range of Value 1 and Value 2 >-< between the range of Value 1 and Value 2 (inclusive) $ contains Value 1 (case sensitive) $N contains Value 1 (non case sensitive)	System accepts your entry and moves to the next field.
7	If the relationship entered in the **Type** column is a range of values, enter the second value for the new data element in the **Value 2** column. Otherwise, press Enter to move to the next field.	System accepts your entry and moves to the next field.
8	Repeat the process until all criteria for the search and sort have been placed in the **Search** column, in the order they are to be processed.	System accepts your entries and moves to the next field each time.
9	Press E to execute the search and sort of the shipment list.	The shipment list is displayed in sorted order, displaying only those shipments that match the limits.
10	To return to the regular unsorted shipment list, re-execute the **Find** function and press R to reset the list.	The shipment list is returned to its former state.

1.8.4 Status Code Descriptions

Press [6] on the **Utility Options** menu to view the **Status Codes Descriptions** screen. This screen lists all status codes recognized by the system with a short description of the meaning of the code. The list starts with the status code matching the status code of the currently highlighted shipment on the list. You can scroll through the list and view any level status code. Press [X] to return to the shipment list.

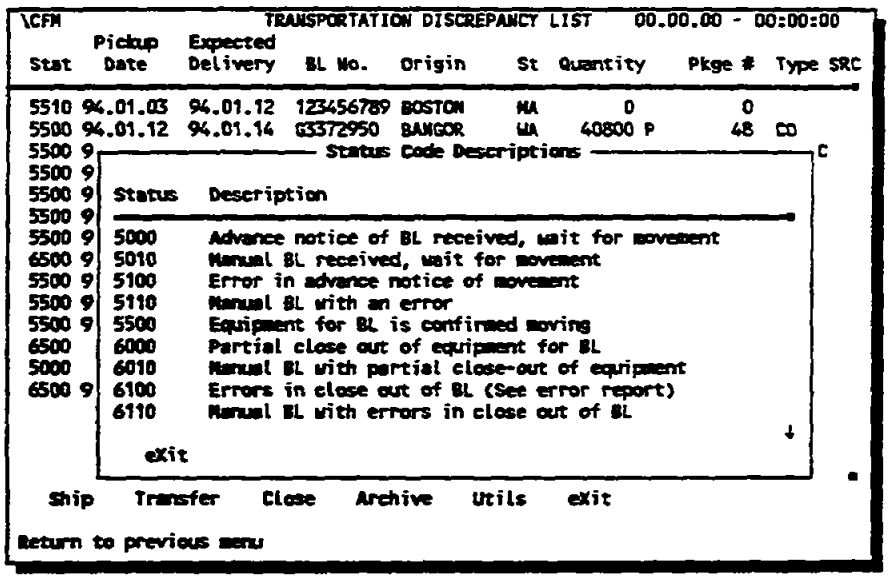


Figure 23. The Status Codes Descriptions screen.

1.8.5 Creating a Shipment Report

Press [5] to create a shipment summary report. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.

Select [2] to send the report to the printer.

Select [3] to view it on your screen, and send a copy to the printer.

Select [X] to exit.

2.0 Inbound Shipment Reports

The CFM Receiver Module System offers a wide variety of reports to manage the shipping function. Each report is designed to address a particular need for information. The **Inbound Shipment Reports** function can be accessed by pressing [3] on the **System Menu.**

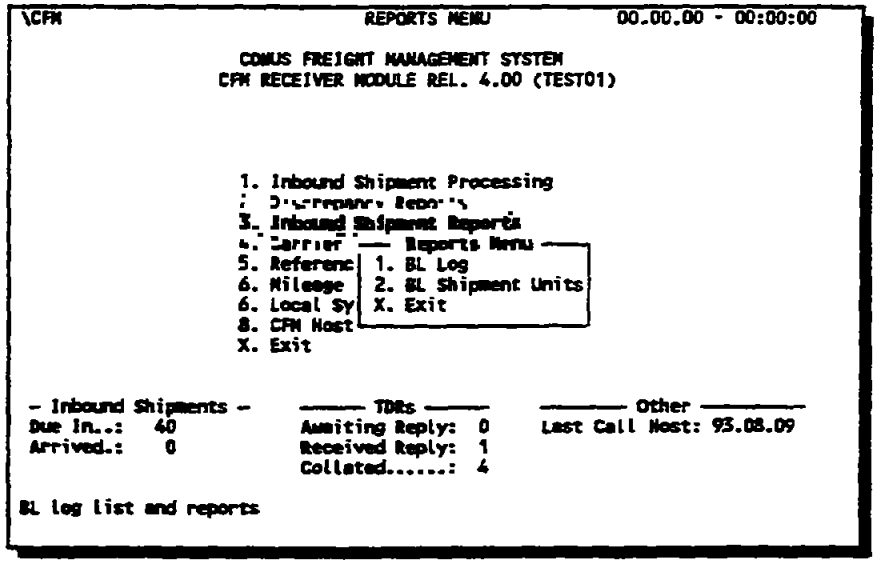


Figure 1. The Reports Menu.

The data to be reported on is broken down into two categories: the BL Log, containing summary information about each BL created in the system, and BL Shipment Units, containing details about each item shipped on each BL.

For information and reports about traffic lanes, carriers and BL history, select **BL Log** by pressing [1] on the **Reports** menu.

For information and reports about TCNs, appropriations, contracts, commodities, and billing offices, select **BL Shipment Units** by pressing [2] on the **Reports** menu.

2.1 Menu Options Available

Option	Description
BL Log	Lists all BLs that have been entered in the system. You can interactively select the BLs to be used in these pre-formatted BL Log reports: **Tonnage Report** - A detail report of completed traffic movements from the shipper to destination states. **Tonnage Summary** - A summary report of completed traffic movements from the shipper to destination states. **Carrier Report** - A report of each completed traffic award made to the carriers recognized by the system. **Carrier Summary** - A summary report of the completed traffic awarded to the carriers recognized by the system. **BL Log Short Form** - A short report of all BLs created by the system. **BL Log Long Form** - A more detailed report of all BLs created by the system.

Option	Description
BL Shipment Units	List all shipment units for BLs in the system. You can interactively select BL Shipment Unit data to be used in these pre-formatted reports: **Shipment Unit Detail** - A detail listing of the Shipment Unit data sorted by BL number. **TCN Detail** - A detail listing of Shipment Unit data sorted by TCN number. **Appropriation Detail** - A detail listing of Shipment Unit data sorted by appropriation and including prorated cost for the Shipment Unit with a subtotal for each appropriation. **Appropriation Summary** - A summary of the prorated costs and numbers of Shipment Units by appropriation. **Contract Detail** - A detail listing of Shipment Unit data sorted by contract and including prorated cost for the Shipment Unit with a subtotal for each contract. **Contract Summary** - A summary of the prorated costs and numbers of Shipment Units by Contract. **Commodity Detail** - A detail listing of Shipment Unit data sorted by commodity code and including the prorated cost for the Shipment Unit with a subtotal for each commodity. **Commodity Summary** - A summary of the prorated costs and numbers of Shipment Units by commodity code. **Billing Office Detail** - A detail listing of Shipment Unit data sorted by Billing Office and including the prorated cost for the Shipment Unit with a subtotal for each Billing Office. **Billing Office Summary** - A summary of the prorated costs and numbers of Shipment Units by Billing Office.

2.2 BL Log Reports

Press [1] on the Reports Menu and the BL Log List screen, shown below, will then be displayed.

```
\GOV\CFM USER:M                INCOMING BL LOG LIST          94.03.04 -  8:19:18
 Code BL Number   Iss Date  Recv Date Origin                    Dest        Qty
 5010                 - -       - -                                          0-
 5510 TESTER0000      - -       - -  BOSTON                 MA  DVLP02       0-
 5500 G2501049    94.02.11      - -  PETERSON AFB           CO  W68P4C    2950-P
 5500 G3372950    94.01.11      - -  NSB BANGOR            MA  N60036   40800-P
 5500 G3372995    94.01.26      - -  NSB BANGOR            MA  N60701   12000-P
 5500 G3372996    94.01.25      - -  MUNC KEYPORT DIV      MA  N00246     266-P
 6500 G3372997    94.01.26      - -  MUNC KEYPORT DIV      MA  N66604    2000-P
 5500 G3372997    94.01.26      - -  MUNC KEYPORT DIV      MA  N66604    2000-P
 5500 G3372997    94.01.26      - -  MUNC KEYPORT DIV      MA  N66604    2000-P
 5500 G3372997    94.01.26      - -  MUNC KEYPORT DIV      MA  N66604    2000-P
 5500 G3372997    94.01.26      - -  MUNC KEYPORT DIV      MA  N66604    2000-P
 7000 G3372997    94.01.26      - -  MUNC KEYPORT DIV      MA  N66604    2000-P
 5500 G3372997    94.01.26      - -  MUNC KEYPORT DIV      MA  N66604    2000-P
 5500 G3372997    94.01.26      - -  MUNC KEYPORT DIV      MA  N66604    2000-P
 5500 G3372997    94.01.26      - -  MUNC KEYPORT DIV      MA  N66604    2000-P
 5500 G3372997    94.01.26      - -  MUNC KEYPORT DIV      MA  N66604    2000-P
 5500 G3372998    94.01.26      - -  MUNC KEYPORT DIV      MA  N65926     357-P
 5500 G3372999    94.01.26      - -  MUNC KEYPORT DIV      MA  N00246     165-P
                                                                              ^Y
   Tag    Clear    Group Tag    Inquire    Quick    Report    Delete    eXit

Tag highlighted BL log shipment
```

Figure 2. The GBL Log List Screen.

Before generating a report, you must tag the shipments on which you would like to report. You can tag a single shipment, all shipments, or you can tag a group of shipments based on criteria such as origin or destination point.

2.2.1 Menu Options Available

The following table describes the menu options on the BL Log List screen.

Option	Description
Tag	Tags the highlighted shipment for reporting.
Clear	Clears all tags from shipments on the list.
Group Tag	Displays a selection screen on which you can enter specific criteria for tagging shipments for reporting.
Inquire	Displays details of the highlighted BL.
Quick	Allows the user to search for a particular BL number.

Option	Description
Report	Creates reports based on the tagged shipments.
Delete	Permanently removes tagged BLs from the BL Log.
Exit	Returns to the main menu.

2.2.2 Tagging a Single Shipment

To tag a single shipment for reporting, highlight the desired shipment and press [T]. If you would like to manually select additional shipments, simply highlight the shipment and press [T].

2.2.3 Clearing Tagged Shipments

To clear tags on all shipments, press [C]. You can use this option after you have created a report, or if you would like to clear all tags and begin tagging items again.

2.2.4 Tagging a Group of Shipments

To tag a group of shipments based on criteria of your choosing, press G. A group tag window will then be displayed. This option allows you to tag all shipments using a particular type of equipment, all shipments originating from a particular city or state, all shipments whose destination is a particular city, state, or region, etc.

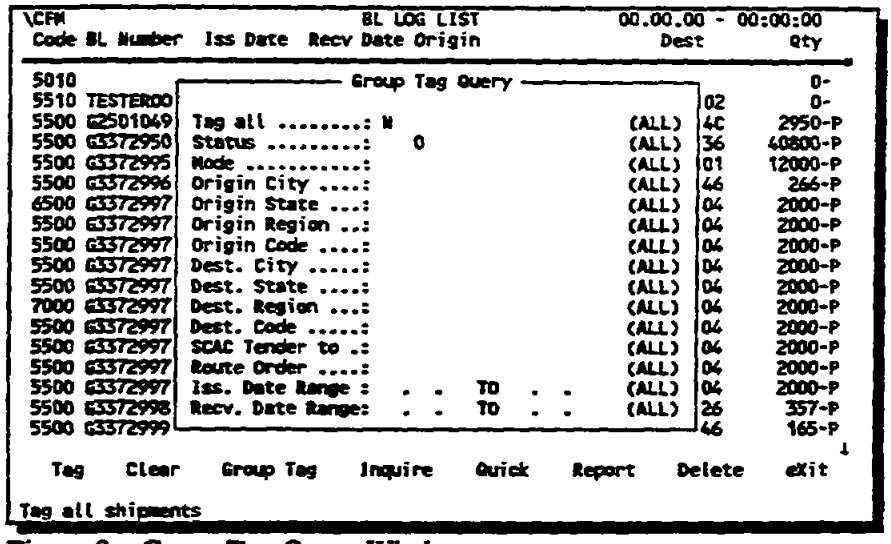


Figure 3. Group Tag Query Window.

To enter criteria on which to tag shipments for reporting, press Tab to move to the desired data field, and enter the desired criteria. Enter *only* the criteria on which you want to tag shipments. When you have finished entering criteria, press Page Down to complete data entry on this screen.

2.2.4.1 Data Elements

The data elements on the Group Tag Query window are displayed in the table below. If you want to report on all shipments originating in Illinois, for example, tab to the Origin State field and enter IL.

Screen Label	Description
Tag All	This field defaults to N for No. If you would like to tag all shipments, enter a Y in this field.

Screen Label	Description
Status	The status code for the shipments on which you would like to report.
Mode	The movement mode for the shipments on which you would like to report.
Origin City	The origin city for shipments on which you would like to report.
Origin State	The origin state for shipments on which you would like to report.
Origin Region	The origin region for shipments on which you would like to report.
Origin Code	The address code for the origin point on which you would like to report.
Dest. City	The destination city for shipments on which you would like to report.
Dest. State	The destination state for shipments on which you would like to report.
Dest. Region	The destination region for shipments on which you would like to report.
Dest. Code	The address code for the destination point on which you would like to report.
SCAC Tender to	The SCAC for the carrier on which you would like to report. There is a pick list available for partial or unknown entries.
Route Order	The route order number on which you would like to report.
Iss. Date Range	The time frame for the BL issue date on which you would like to report. Enter a begin date (YY.MM.DD), press Enter, then enter an ending date in the same format.
Recv. Date Range	The time frame for the Receive date on which you would like to report. Enter a begin date (YY.MM.DD), press Enter, then enter an ending date in the same format.

After you have entered the desired criteria, press Page Down to complete the screen. You will be asked whether you would like to clear all previous tags. To "start fresh" with the criteria you have just selected, highlight <Yes>. However, if you would like to add the shipments

selected by the current criteria to shipments that you have previously tagged, highlight <No>. The shipments meeting your criteria will now be tagged.

2.2.4.2 Adding a Region for Group Tagging

To add a region for group tagging purposes, press G to select group tag from the **BL Log List** screen. Tab to either the Origin Region or Destination Region field. Enter an asterisk (*) into the field. The screen shown in Figure 5-4 is displayed.

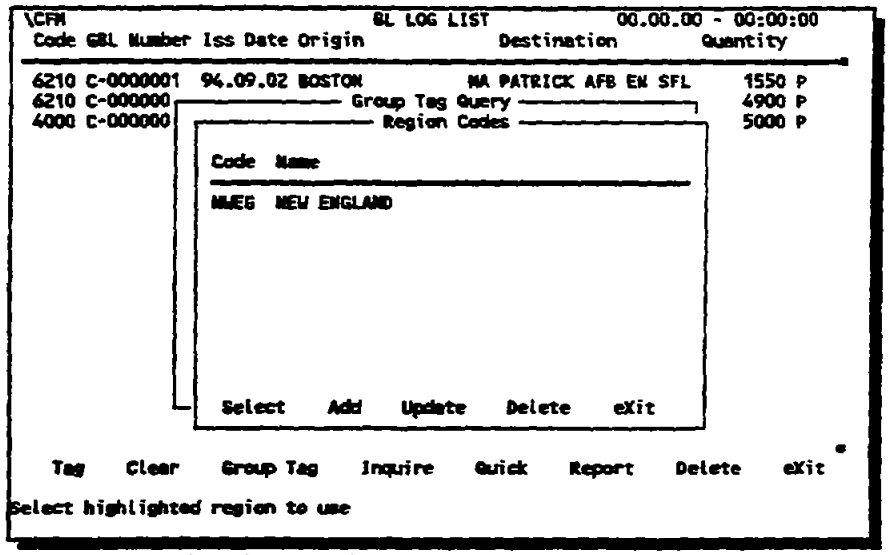


Figure 4. Region Codes Window.

Press A to add a region. Type a code of your choosing into the Code field, and a descriptive name into the Name field. Press Enter to complete the window. At this point, the name of the region is added, but the region does not contain any location points.

Now press [U] to update this region. Press [A] to add a location point. The screen shown in Figure 5-5 is displayed

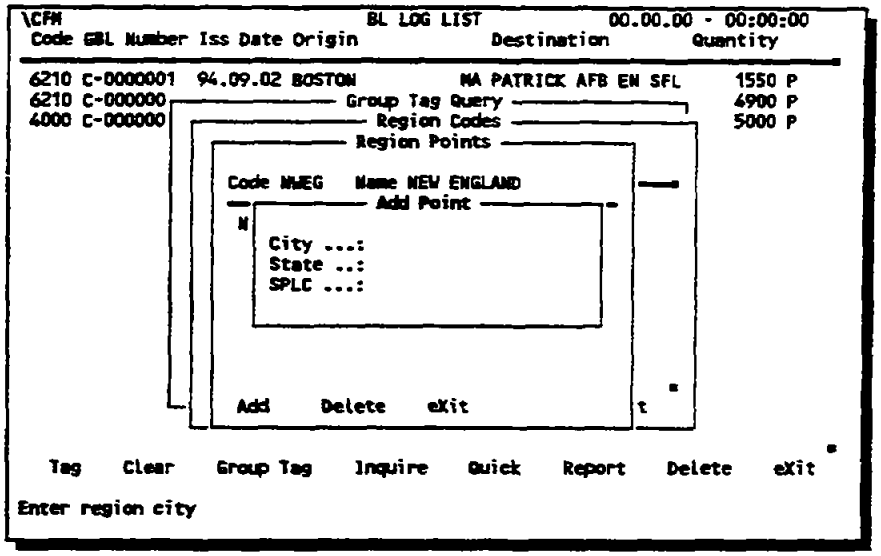


Figure 5. Adding a Region Point.

Type a City, State, and SPLC for the point that you wish to add. Press [Enter] to complete the screen. Your point will now be displayed on the Region Points window. Continue to add points in the same manner until you have added all points for the region.

2.2.5 Displaying Detail of a BL

To display the detail information about the currently highlighted BL, press [I]. The BL Log Information screen, displayed below, will appear.

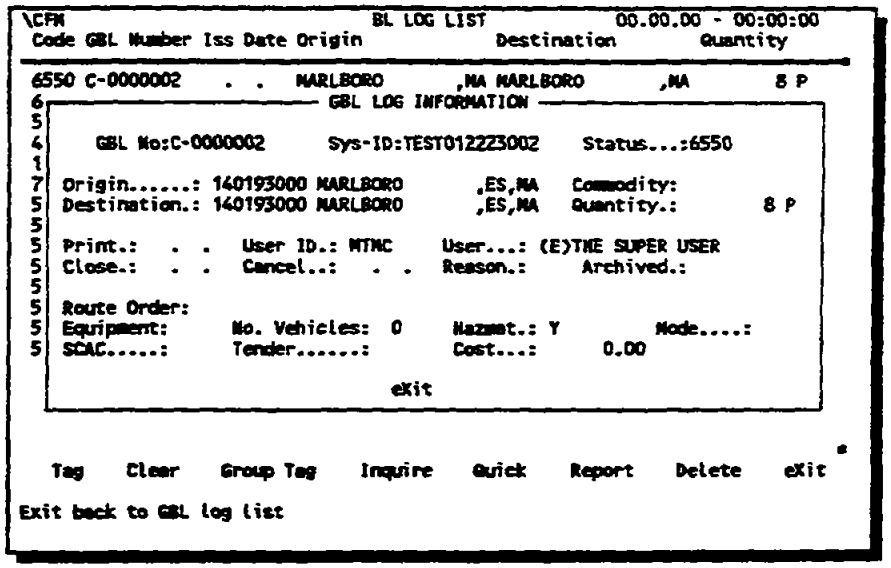


Figure 6. The GBL Log Information Screen.

Press [X] to exit this screen and return to the list.

2.2.6 Searching for a BL Number

To quickly locate a specific BL, press [Q]. The Quick Find screen, displayed below, will appear. Enter the BL number you would like to locate and the system will search the file and move to that BL. If no match is found, the system will display a message that it cannot find the desired BL number.

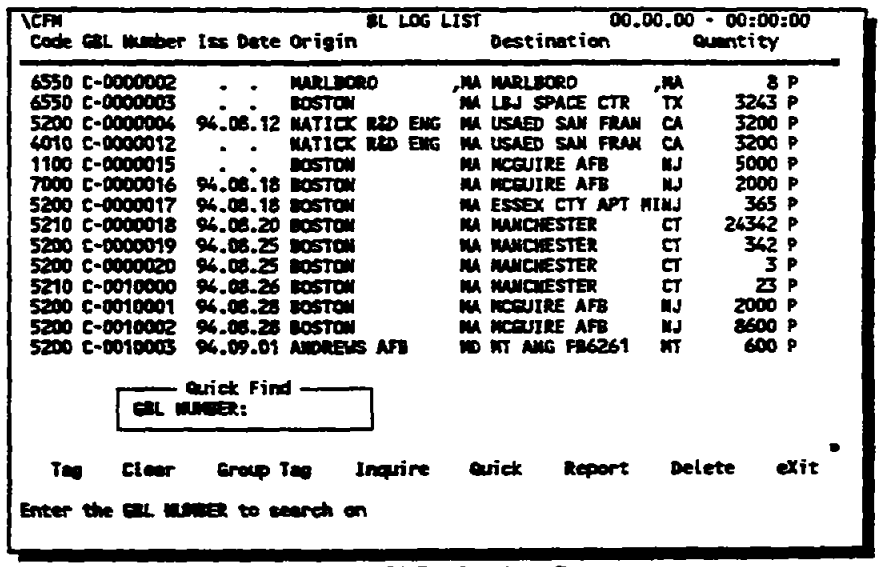


Figure 7. The Quick Find on GBL Number Screen.

2.2.7 Creating a Report

After you have tagged the shipments on which you would like to report, press [R] to create the report. The screen shown below will be displayed.

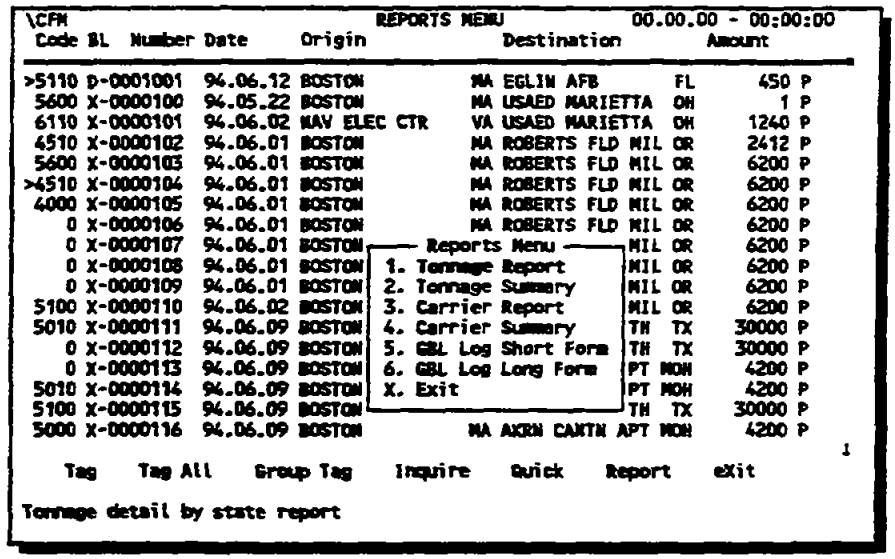


Figure 8. Report Selection Menu.

Select the report you would like to produce by pressing the number corresponding to that report, then press [Enter]. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.
Select [2] to send the report to the printer.
Select [3] to view it on your screen, and send a copy to the printer.
Select [X] to exit.

There are 6 major reports on the **Reports Menu** in the system. Each report is designed to give you a different view of the shipments that have been processed by the Shipper Module.

- **Tonnage Report** - A detail report of completed traffic movements from the shipper to destination states.
- **Tonnage Summary** - A summary report of completed traffic movements from the shipper to destination states.
- **Carrier Report** - A report of each completed traffic award made to the carriers recognized by the system.
- **Carrier Summary** - A summary report of the completed traffic awarded to the carriers recognized by the system.
- **BL Log Short Form** - A short report of all BLs created by the system.
- **BL Log Long Form** - A more detailed report of all BLs created by the system.

For each report, you have the option to print, display to screen, or both. Each report will also display a message if there is no data with which to create the report. The screen display will allow you to browse through the report, however, you cannot edit the displayed report.

2.2.7.1 Tonnage Report

Press [1] on the Reports Menu to generate the Tonnage Report. This report gives the detail of each shipment moved along traffic lanes between the shipper's site and each destination state.

```
00.00.00 - 00:00:00                                                    Page: 1
                          CFM FIELD MODULE SITE NAME

                            Tonnage Detail Report

Destination State - XX

Destination City SCAC  Print Dt BL No.     Sys-ID  Equip. Haz     Qty        Cost
-------------------------------------------------------------------------------
xxxxxxxxxxxxxxx  xxxx  99/99/99 X-9999999  9999999 xxx-99 X  9999999 P  999999.99
                                                             -------- ----------
                              Subtotals for State XX are :   99999999 P 9999999.99
                                                             ======== ==========
                    Final Totals are : XXXX Shipments for  9999999999 P 99999999.99
```

Figure 9. The Tonnage Report.

2.2.7.1.1 Data Elements

The following data elements are displayed in the report:

- Destination City, State
- Print Date of BL
- BL No.
- System ID
- SCAC
- Equipment Used and Number
- Weight of Shipments
- Costs of Shipments
- Hazardous Materials Flag

2.2.7.1.2 Report Criteria

The criteria for the report are as follows:

Master Database : Shipplan
Sorted by ..... : Destination state + SPLC + carrier (SCAC)
Groupings ..... : By destination state
Subtotals..... : Weight and cost of shipments
Summaries..... : Count, weight, and cost of all shipments
Note ..... : None
Limits ..... : Shipments with BL Number, but not cancelled

2.2.7.2 Tonnage Summary

Press [2] on the **Reports Menu** to generate the **Tonnage Summary**. This report gives the summary of traffic lane movements. It provides state and monthly breakdowns of traffic.

```
00.00.00 - 00:00:00                                          Page: 1
                        CFM FIELD MODULE SITE NAME

                          Tonnage Summary Report

State                              Shipments    Quantity        Cost
==========================================================================
XX-XXXXXXXXXXXXXXXXXXXX
        Month : XXXXXXXXX            9999    99999999 P    9999999.99
                                     ----    --------      ----------
  Subtotals for State XX are :       9999    99999999 P    9999999.99

                                     ====    ==========    ===========
            Final Totals are :       9999    9999999999 P  99999999.99
```

Figure 10. The Tonnage Summary Report.

2.2.7.2.1 Data Elements

The following data elements are displayed in the report:

- Destination State
- Month of BL Print Date
- Number of Shipments
- Weight of Shipments
- Costs of Shipments

2.2.7.2.2 Report Criteria

The criteria for the report are as follows:

Master Database : Shipplan
Sorted by ..... : Destination State + Month of BL Print
Groupings ..... :
1..... : By destination State
2..... : By Month
2 subtotal : Count, weight, and cost of shipments
1 subtotal : Count, weight, and cost of shipments
Summaries..... : Count, weight, and cost of all shipments
Note ..... : None
Limits ..... : Shipments with BL Number, but not cancelled

2.2.7.3 Carrier Report

Press [3] on the Reports Menu to generate the Carrier Report. This report gives the detail of each traffic award made to carriers and helps the transportation officer negotiate with the carriers as well as report on traffic distribution among carriers.

```
00.00.00 - 00:00:00                                              Page: 1
                        CFM FIELD MODULE SITE NAME

                        Carrier Shipment Detail Report

SCAC - Carrier Name

BL No.    Sys-ID  Origin        Destination  Print Dt Equip. Quantity        Cost
X-9999999 9999999 XXXXXXXXX,XX  XXXXXXXXX,XX 99.99.99 XXX-99 99999999 P  999999.99
                                                        --------- ----------
                Subtotals for SCAC are : 999 Shipments for 999999999 P  9999999.99
                                                        ========= ==========
                  Final Totals are : 9999 Shipments for  9999999999 P 99999999.99
```

Figure 11. Carrier Report.

2.2.7.3.1 Data Elements

The following data elements are displayed in the report:

- SCAC - SCAC and name of the carrier awarded the shipments
- BL No. - BL number for the shipment
- SYS-ID - Unique Shipper Module shipment identifier
- Origin - Origin city and state of the shipment
- Destination - Destination city and state of the shipment
- Print Dt - Date the BL was printed
- Equip. - Type and number of pieces of equipment in shipment
- Weight - Weight of shipment
- Cost - Total cost of shipment

2.2.7.3.2 Report Criteria

The criteria for the report are as follows:

Master Database : Shipplan
Sorted by ..... : Carrier (SCAC) + BL Number
Groupings ..... : Carrier (SCAC)
Subtotals..... : Count, weight, and cost of shipments awarded
Summaries ..... : Count, weight, and cost of all shipments
Limits ..... : Shipments with BL No. and not cancelled

2.2.7.4 Carrier Summary

Press [4] on the **Reports Menu** to generate the **Carrier Summary** report. This report gives a summary of the traffic awarded to carriers and helps the transportation officer negotiate with the carriers as well as report on traffic distribution among carriers.

```
00.00.00 - 00:00:00                                              Page: 1
                        CFM FIELD MODULE SITE NAME

                        Carrier Shipment Summary Report

SCAC  Name                                Shipments      Quantity      Cost
XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      9999      99999999 P  9999999.99
                                             ====      ==========  ==========
                      Final Totals are :     9999      9999999999 P 99999999.99
```

Figure 12. The Carrier Summary Report.

2.2.7.4.1 Data Elements

The following data elements are displayed in the report:

- SCAC - SCAC of the carrier awarded shipments
- Carrier Name - Name of the carrier awarded shipments
- Total Number of Shipments - Total number of shipments awarded
- Total Weight of Shipments - Total weight of the shipments awarded
- Total Costs of Shipments - Total cost of the shipments awarded

2.2.7.4.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipplan
Sorted by ..... : Carrier (SCAC)
Groupings ..... : None
Summaries..... : Count, Weight, and Cost of Shipments
Note ..... : None
Limits ..... : Shipments with BL Number and not cancelled

2.2.7.5 BL Log Short Form

Press [5] from the Reports Menu to generate the BL Log Short Form report. This report lists BLs printed by the system and helps the transportation officer keep track of BL's Numbers used. It provides a way for the T.O. to quickly find the date a BL was printed, who printed it, and its current processing status.

```
00.00.00 - 00:00:00                                              Page: 1
                        CFM FIELD MODULE SITE NAME

                              BL Log Short Form

GBL No.    Sys-ID   Printed  GBL Printed By        Cancelled Closed   Archived
X-9999999  9999999  99.99.99 XXXXXXXXXXXXXXXXXXX  99.99.99  99.99.99 XXXXXXXXX
```

Figure 13. The GBL Log Short Form Report.

2.2.7.5.1 Data Elements

The following data elements are displayed in the report:

- BL Number
- System ID
- Print Date of BL
- User Name
- Cancel Date
- Close Date

- Archived

2.2.7.5.2 Report Criteria

The criteria for the report are as follows:

Master Database.: BL_Log
Sorted by ..... : BL Number
Groupings ..... : None
Summaries..... : None
Note ..... : Dividing line on each Line of Detail
Limits ..... : None

2.2.7.6 BL Log Long Form

Press [6] on the **Reports Menu** to generate the **BL Log Long Form** report. This report lists all BLs in the system, describing all major details for each BL printed.

```
00.00.00 - 00:00:00                                              Page: 1
                          CFM FIELD MODULE SITE NAME

                             BL LOG LONG FORM

GBL No.: X-9999999              Sys-ID.: 9999999     Status...: 9999

 Origin.....: 999999999  XXXXXXXXXXXXXXXXX,XX      Commodity: 99999999
 Destination.: 999999999  XXXXXXXXXXXXXXXXX,XX     Quantity.: 99999999 P

 Print.: 99.99.99  User ID.: XXXXXXX  User...: XXXXXXXXXXXXXXXXXX
 Close.: 99.99.99  Cancel..: 99.99.99  Reason.: X  Archived.: XXXXXXXXX

 SCAC..: XXXX      Tender..: XXXXX-XX  Cost...: 999999.99
```

Figure 14. The GBL Log Long Form Report.

2.2.7.6.1 Data Elements Displayed in the Report

The following data elements are displayed in the report:

- BL Number
- System ID
- Status
- Origin SPLC

- Origin City State
- Destination SPLC
- Destination City State
- Commodity
- Weight of Shipment
- Print Date of BL
- User ID of person who printed BL
- Name of user who printed BL
- Close date of BL
- Cancellation Date of BL
- Reason for Canceling BL
- Archived
- Shipping SCAC of BL
- SCAC's Tender
- Cost of shipping BL
- Fund cite or TAC Code for billing of BL

2.2.7.6.2 Report Criteria

The criteria for the report are as follows:

Master Database.: BL Log
Sorted by ..... : BL Number
Groupings ..... : None
Summaries ..... : None
Note ..... : Dividing line on each group line of detail
Limits ..... : None

2.2.7.7 Clearing the BL Log List

BLs and their Shipment Units remain in the BL Log until you remove them. To permanently remove BLs from the BL Log, press D. The system will display the Delete Options screen, shown below.

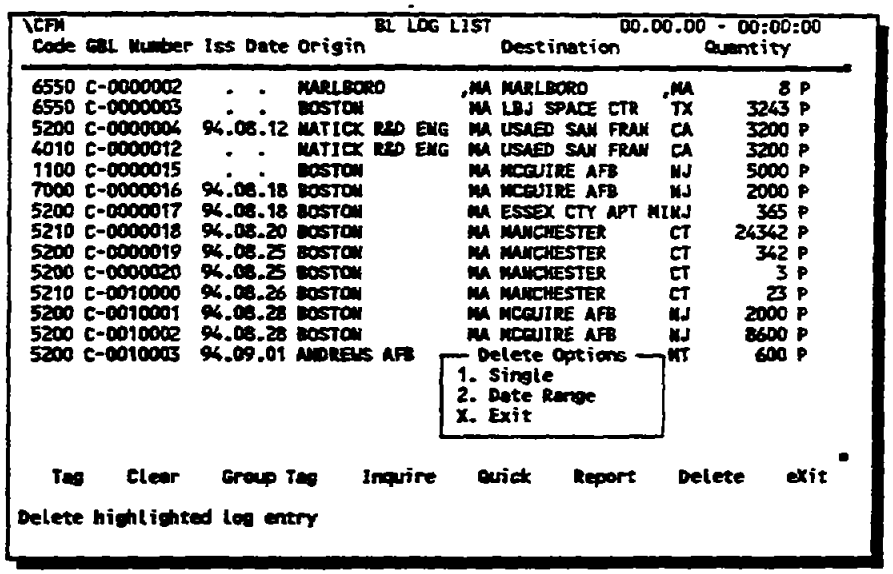


Figure 15. The Delete Options Screen.

If you wish to remove the currently highlighted BL, press 1.

If you wish to remove BLs based on Issue Date, press [2]. The Date Range screen, displayed below, will appear.

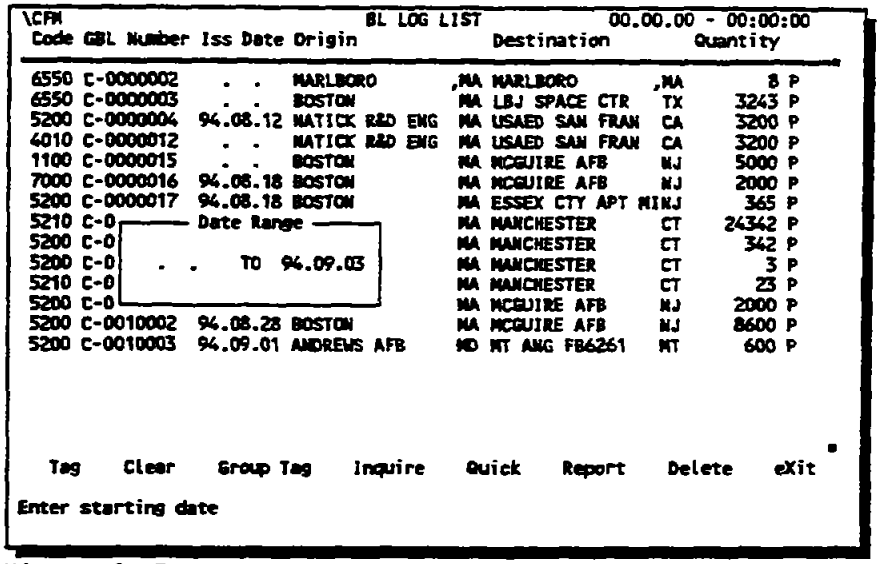


Figure 16. The Date Range Screen.

Enter the range of BL Issue dates for which you wish BLs removed from the BL Log. The system will remove all BLs (and associated shipment units) that have been sent to the Host. BLs that have not yet been sent to the Host will not be removed.

2.3 BL Shipment Unit Reports

Press [2] on the **Reports Menu** and the **BL Shipment Unit List** screen, shown below, will then be displayed.

```
\CFM                          BL SHIPMENT UNIT LIST          00.00.00 - 00:00:00
 TCN                  MM Commodity Quantity   FCC  PayOff Contract

 765675765876576O0 Y  999912          8-P RD   236217
 MZ4UAA12345612OOX N  999912       3500-P RD   236217
 FZUAA123456789OOX N  999912       1500-P RD   236217
 FB3948793487210OX N  01219001    24342-P TT   236217
 FB3948798346WEOOX N  999912        342-P AR   NAVNTO
 00000000000000000 N  999912         Z3-P SR   NAVNTO
 MZ4FUAA1234561XXX N  999912       3500-P IL   NAVNTO
 FZUAA123456789OOX N  999912       1500-P FL   NAVNTO

   Tag   Clear   Group Tag   Inquire   BL   Quick   Report   eXit
Tag Highlighted GBL Line Item
```

Figure 17. The GBL Line Item Log Screen.

Before generating a report, you must tag the Shipment Units on which you would like to report. You can tag a single Shipment Unit or you can tag groups of Shipment Units based on criteria such as BL number, Contract, Commodity and Billing Office.

2.3.1 Menu Options Available

Option	Description
Tag	Tags the highlighted shipment unit for reporting.
Clear	Clears all tags from shipment units.
Group Tag	Displays a selection screen on which you can enter specific criteria for tagging shipment units for reporting.
Inquire	Displays detail for highlighted shipment unit.
BL	Displays detail BL Log information.
Quick	Searches for shipment unit by TCN.
Report	Creates reports based on the tagged shipment units.

Option	Description
Exit	Returns to the previous menu.

2.3.2 Tagging a Shipment Unit for Reporting

To tag a single shipment unit for reporting, highlight the desired shipment unit and press [T]. If you would like to manually select additional shipment units, simply highlight the shipment unit and press [T].

2.3.3 Clearing Tagged Shipment Units

To clear tags on all shipments, press [C]. You can use this option after you have created a report, or if you would like to clear all tags and begin tagging items again.

2.3.4 Tagging Groups of Shipment Units

To tag a group of shipment units based on criteria of your choosing, press [G]. A group tag window will then be displayed. These options allow you to tag all shipment units using a particular commodity, all shipment units for a particular contract, billing office, appropriation, all shipment units for a particular BL number, etc.

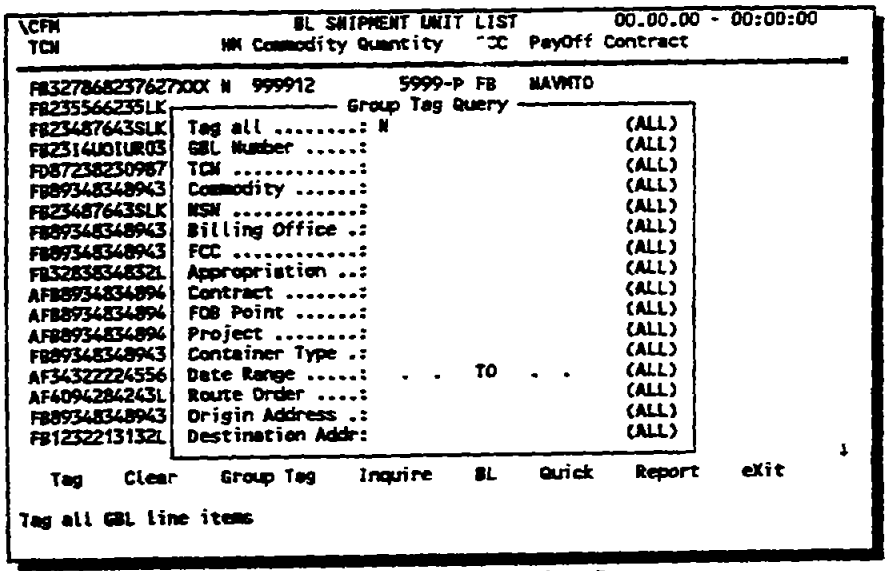


Figure 18. The Shipment Unit Group Tagging Screen.

To enter criteria on which to tag shipment units for reporting, press Tab to move to the desired data field, and enter the desired criteria. Enter *only* the criteria on which you want to tag shipment units. Press Page Down when you have finished entering criteria.

2.3.4.1 Data Elements

The data elements on the **Group Tag Query** window are displayed in the table below. If you want to report on all shipment units having a particular commodity code, for example, tab to the Commodity field and enter the desired commodity code.

Screen Label	Description
Tag All	Tags all shipment units displayed.
BL Number	Tags shipment units by BL number.
TCN	Tags shipment units by TCN number.
Commodity	Tags shipment units by commodity code.
NSN	Tags shipment units by NSN.
Billing Office	Tags shipment units by billing office.
FCC	Tags shipment units by Fund Cite Code.
Appropriation	Tags shipment units by Appropriation number.

Screen Label	Description
Contract	Tags shipment units by contract number.
FOB Point	Tags shipment units by FOB point.
Project	Tags shipment units by Project code.
Container Type	Tags shipment units by container type.
Date Range	Tags shipment units within the specified date range.
Route Order	Tags all shipment units with this route order number.
Origin Address	Tags all shipment units with this origin address code.
Destination Addr	Tags all shipment units with this destination address code.

After you have entered the desired criteria, press to move to the end of the screen. You will be asked whether you would like to clear all previous tags. To "start fresh" with the criteria you have just selected, highlight <Yes>. However, if you would like to add the shipment units selected by the current criteria to shipment units that you have previously tagged, highlight <No>. The shipment units meeting your criteria will now be tagged.

2.3.5 Displaying Details for a Shipment Unit

To display additional information for the currently highlighted shipment unit, press [I]. The screen below will be displayed.

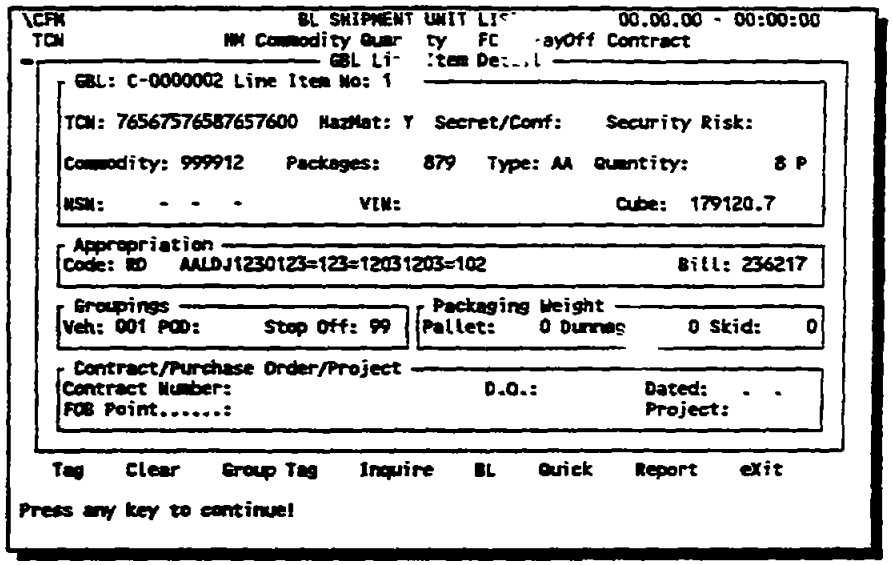


Figure 19. The GBL Line Item Detail Screen.

Press any key to clear the screen and return to the previous screen.

2.3.6 Displaying Details of BL for a Shipment Unit

To display information about the BL on which the currently highlighted shipment unit was shipped, press [B]. The screen below will be displayed.

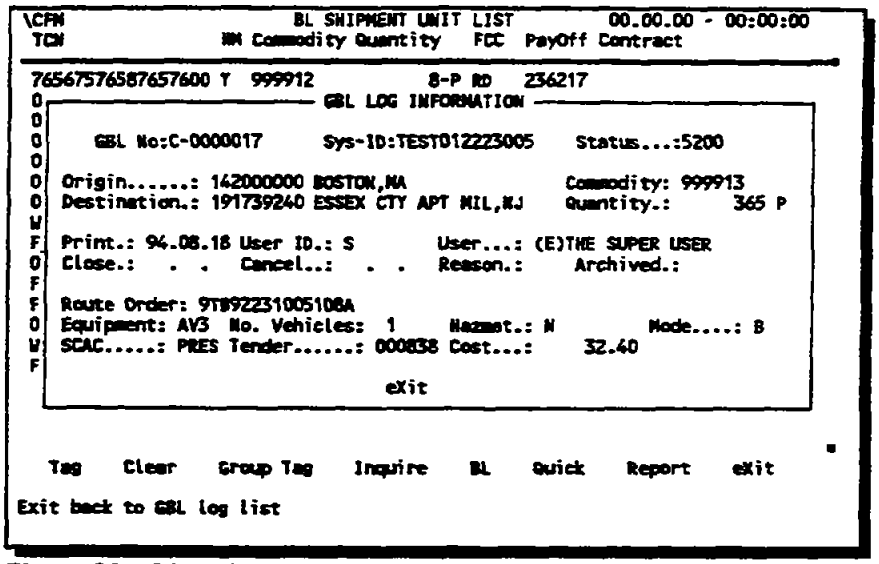


Figure 20. The GBL Log Information Screen.

Press any key to clear the screen and return to the previous screen.

2.3.7 Searching for a TCN

To locate a shipment unit with a particular Transportation Control Number (TCN), press [Q]. The screen displayed below will appear.

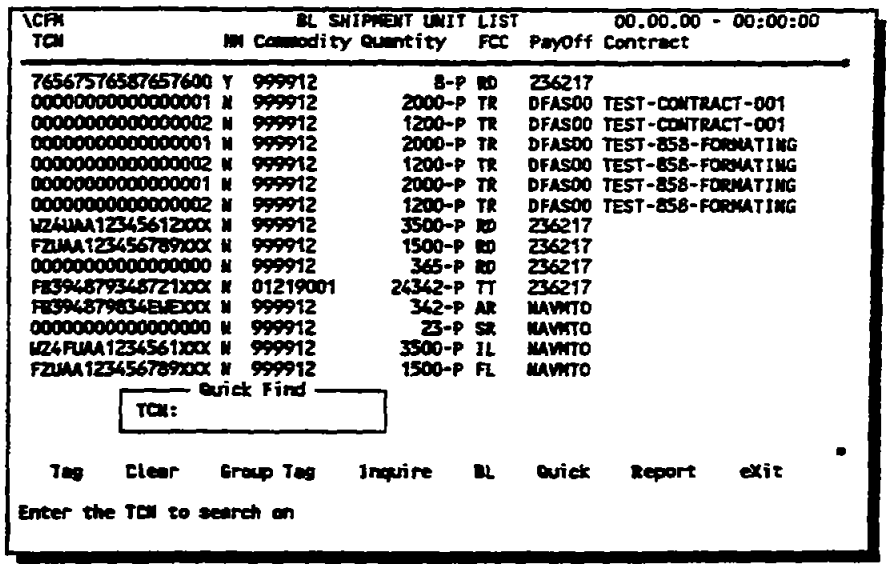


Figure 21. The TCN Quick Find Screen.

Enter the TCN number that you want to locate. The system will attempt to find a shipment unit that matches that TCN number and move to that record. If no match is found, a message will inform you of this.

2.3.8 Creating a BL Shipment Unit Report

After you have tagged the shipment units on which you would like to report, press [R] to create the report. The screen shown below will be displayed.

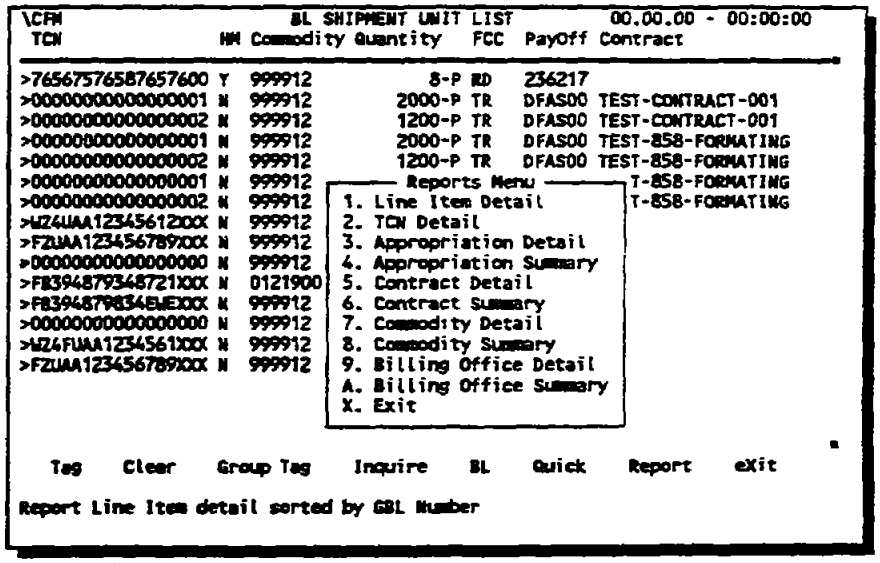


Figure 22. The GBL Line Item Reports Menu.

Select the report you would like to produce by pressing the number corresponding to that report or by highlighting the report menu option and then pressing [Enter]. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.

Select [2] to send the report to the printer.

Select [3] to view it on your screen, and send a copy to the printer.

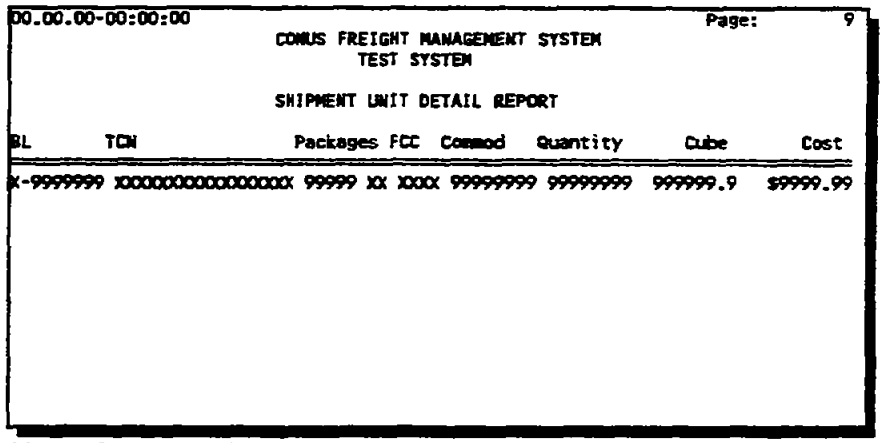
Select [X] to exit.

There are 10 major reports on the **Reports Menu** in the system. Each report is designed to give you a different view of the shipment units that have been processed by the Field Module.

- **Shipment Unit Detail** - A detail listing of the Shipment Unit data sorted by BL number.
- **TCN Detail** - A detail listing of Shipment Unit data sorted by TCN number.
- **Appropriation Detail** - A detail listing of Shipment Unit data sorted by appropriation and including prorated cost for the Shipment Unit with a subtotal for each appropriation.
- **Appropriation Summary** - A summary of the prorated costs and numbers of Shipment Units by appropriation.
- **Contract Detail** - A detail listing of Shipment Unit data sorted by contract and including prorated cost for the Shipment Unit with a subtotal for each contract.
- **Contract Summary** - A summary of the prorated costs and numbers of Shipment Units by Contract.
- **Commodity Detail** - A detail listing of Shipment Unit data sorted by commodity code and including the prorated cost for the Shipment Unit with a subtotal for each commodity.
- **Commodity Summary** - A summary of the prorated costs and numbers of Shipment Units by commodity code.
- **Billing Office Detail** - A detail listing of Shipment Unit data sorted by Billing Office and including the prorated cost for the Shipment Unit with a subtotal for each Billing Office.
- **Billing Office Summary** - A summary of the prorated costs and numbers of Shipment Units by Billing Office.

2.3.8.1 Shipment Unit Detail Report

Press [1] on the **Reports Menu** to generate the **Shipment Unit Detail** report. This report lists all Shipment Units in the system, describing all major details for each BL Shipment Unit printed.



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CONUS FREIGHT MANAGEMENT SYSTEM
TEST SYSTEM

SHIPMENT UNIT DETAIL REPORT

BL	TCN	Packages	FCC	Commod	Quantity	Cube	Cost
X-9999999	XXXXXXXXXXXXXXXX	99999	XX	XXXX	99999999	999999.9	$9999.99

Figure 23. The Line Item Detail Report.

2.3.8.1.1 Data Elements

The following data elements are displayed in the report:

- BL
- TCN
- Number and Type of Package
- Fund Cite Code
- Commodity
- Quantity
- Cube
- Cost

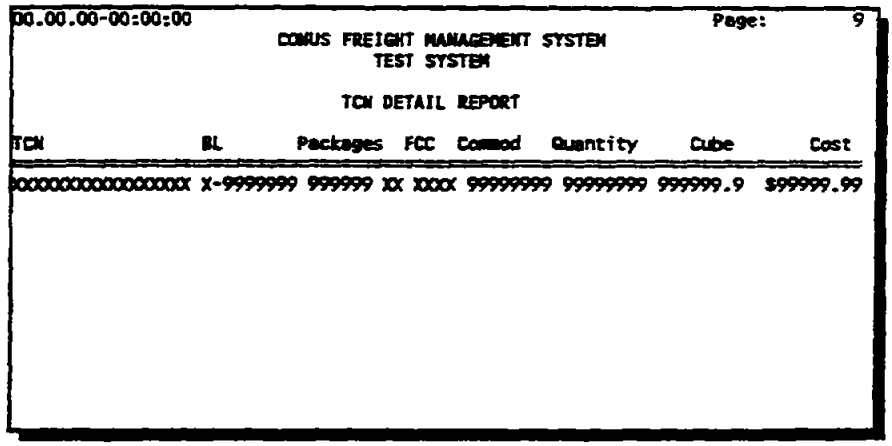
2.3.8.1.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : BL Number
Groupings ..... : BL Number
Summaries ..... : None
Note ..... : None
Limits ..... : None

2.3.8.2 TCN Detail Report

Press [2] on the **Reports Menu** to generate the **TCN Detail** report. This report lists all Shipment Units in the system by TCN, describing all major details for each Shipment Unit printed.



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                    COMUS FREIGHT MANAGEMENT SYSTEM
                            TEST SYSTEM

                          TCN DETAIL REPORT

TCN                BL       Packages  FCC  Commod   Quantity    Cube       Cost
XXXXXXXXXXXXXXXX X-9999999 999999 XX XXXX 99999999 99999999 999999.9 $99999.99
```

Figure 24. The TCN Detail Report.

2.3.8.2.1 Data Elements

The following data elements are displayed in the report:

- TCN
- BL
- Number and Type of Packages
- Fund Cite Code
- Commodity
- Quantity
- Cube
- Cost

2.3.8.2.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : TCN
Groupings ..... : None
Summaries ..... : None
Note ..... : None
Limits ..... : None

2.3.8.3 Appropriation Detail Report

Press [3] on the **Reports Menu** to generate the **Appropriation Detail** report. This report lists all Shipment Units in the system grouped by Appropriation, describing all major details for each Shipment Unit printed, with subtotals for each appropriation.

```
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                        CONUS FREIGHT MANAGEMENT SYSTEM
                              TEST-SYSTEM

                          APPROPRIATION DETAIL REPORT

Appropriation      BL Number TCN              FCC  Commod   Quantity     Cost
═══════════════════════════════════════════════════════════════════════════
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                   X-9999999 XXXXXXXXXXXXXXXX XXXX 99999999 99999999 $9999.99

   Items Shipped:      9999                          Estimated Cost: $99999.99
```

Figure 25. The Appropriation Detail Report.

2.3.8.3.1 Data Elements

The following data elements are displayed in the report:

- Appropriation
- BL Number
- TCN
- Fund Cite Code
- Commodity Code
- Quantity
- Cost
- Total Number of Items shipped under this Appropriation
- Total Cost of Items shipped under this Appropriation

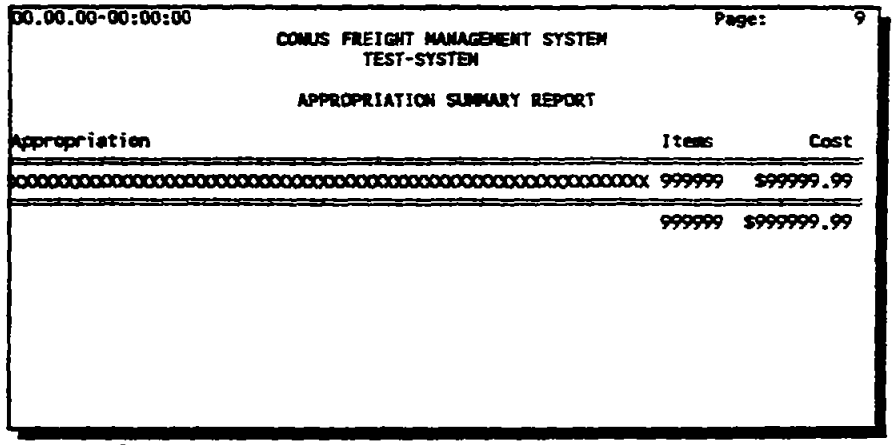
2.3.8.3.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Appropriation
Groupings ..... : Appropriation
Summaries ..... : None
Note ..... : None
Limits ..... : None

2.3.8.4 Appropriation Summary Report

Press 4 on the **Reports Menu** to generate the **Appropriation Summary** report. This report lists all appropriations in the system with a summary of the number and cost of Shipment Units shipped under each appropriation.



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COMUS FREIGHT MANAGEMENT SYSTEM
TEST-SYSTEM

APPROPRIATION SUMMARY REPORT

Appropriation	Items	Cost
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	999999	$99999.99
	999999	$999999.99

Figure 26. The Appropriation Summary Report.

2.3.8.4.1 Data Elements

The following data elements are displayed in the report:

- Appropriation
- Items shipped under this Appropriation
- Cost of Items shipped under this Appropriation
- Total Number of Items
- Total Cost of Items

2.3.8.4.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Appropriation
Groupings ..... : Appropriation
Summaries ..... : Totals
Note ..... : None
Limits ..... : None

2.3.8.5 Contract Detail Report

Press [5] on the **Reports Menu** to generate the **Contract Detail** report. This report lists all Shipment Units in the system grouped by Contract, describing all major details for each Shipment Unit printed with a subtotal for each Contract.

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                        CONUS FREIGHT MANAGEMENT SYSTEM
                                TEST-SYSTEM

                             CONTRACT DETAIL REPORT

Contract            BL Number TCN                FCC  Commod   Quantity     Cost
==========================================================================
xxxxxxxxxxxxxxxxxx

                    X-9999999 xxxxxxxxxxxxxxxxx xxxx 99999999 99999999 $9999.99

          Items:        9999                                Total Cost: $99999.99
```

Figure 27. The Contract Detail Report.

2.3.8.5.1 Data Elements Displayed in the Report

The following data elements are displayed in the report:

- Contract
- BL Number
- TCN
- Fund Cite Code
- Commodity
- Quantity
- Cost
- Item Shipped under this Contract
- Cost of Items shipped under this Contract

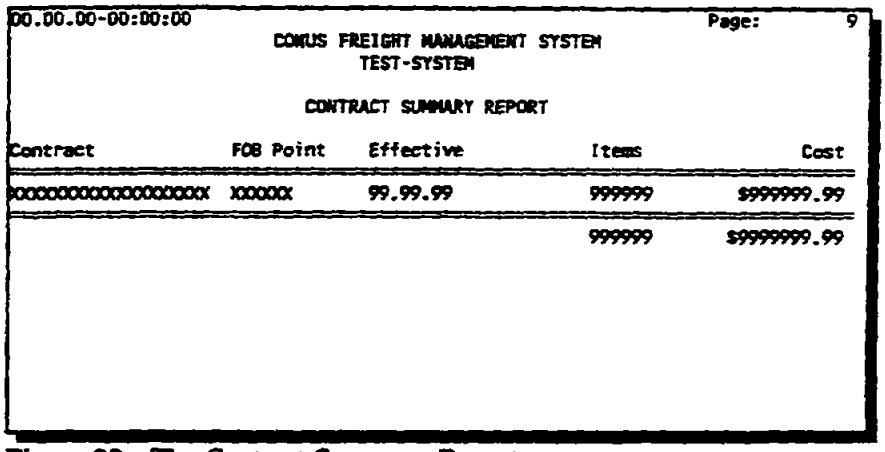
2.3.8.5.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Contract
Groupings ..... : Contract
Summaries ..... : None
Note ..... : None
Limits ..... : None

2.3.8.6 Contract Summary Report

Press 6 on the **Reports Menu** to generate the **Contract Summary** report. This report lists all contracts in the system with a summary of the number and cost of Shipment Units shipped under each contract.



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CONUS FREIGHT MANAGEMENT SYSTEM
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CONTRACT SUMMARY REPORT

Contract	FOB Point	Effective	Items	Cost
xxxxxxxxxxxxxxxxxx	xxxxxx	99.99.99	999999	$999999.99
			999999	$9999999.99

Figure 28. The Contract Summary Report.

2.3.8.6.1 Data Elements Displayed in the Report

The following data elements are displayed in the report:

- Contract
- FOB Point Named in Contract
- Effective Date of Contract
- Items shipped under this Contract
- Cost of Items shipped under this Contract
- Total Number of Items
- Total Cost of Items

2.3.8.6.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Contract
Groupings ..... : Contract
Summaries ..... : Totals
Note ..... : None
Limits ..... : None

2.3.8.7 Commodity Detail Report

Press [7] on the **Reports Menu** to generate the **Commodity Detail** report. This report lists all Shipment Units in the system grouped by Commodity Code, describing all major details for each Shipment Unit printed with a subtotal for each Commodity Code.

```
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                        CONUS FREIGHT MANAGEMENT SYSTEM
                              TEST-SYSTEM

                           COMMODITY DETAIL REPORT

Commodity              BL Number  TCN                FCC   Quantity      Cost
========================================================================
99999999 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                       X-9999999  XXXXXXXXXXXXXXXX XXXX  99999999   $9999.99

          Items Shipped:    999999                      Total Cost:  $99999.99
```

Figure 29. The Commodity Detail Report.

2.3.8.7.1 Data Elements

The following data elements are displayed in the report:

- Commodity and Description
- BL Number
- TCN
- Fund Cite Code
- Quantity
- Cost
- Total Number of Items with Commodity
- Total Cost of Items with Commodity

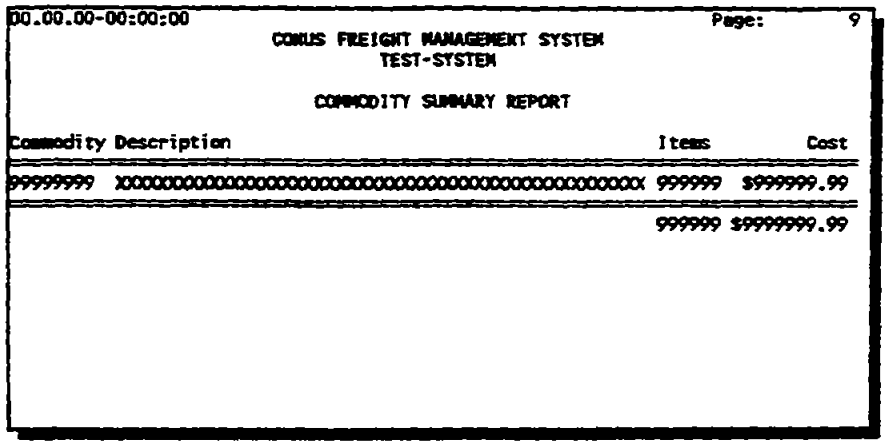
2.3.8.7.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Commodity Code
Groupings ..... : Commodity Code
Summaries ..... : None
Note ..... : None
Limits ..... : None

2.3.8.8 Commodity Summary Report

Press [8] on the **Reports Menu** to generate the **Commodity Summary** report. This report lists all commodities in the system with a summary of the number and cost of Shipment Units shipped with each commodity.



```
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                        CONUS FREIGHT MANAGEMENT SYSTEM
                                TEST-SYSTEM

                            COMMODITY SUMMARY REPORT

Commodity Description                                          Items      Cost
========================================================================================
99999999 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 999999 $999999.99
========================================================================================
                                                               999999 $9999999.99
```

Figure 30. The Commodity Summary Report.

2.3.8.8.1 Data Elements

The following data elements are displayed in the report:

- Commodity Code and Description
- Number of Items with Commodity
- Cost of Items with Commodity
- Total Number of Items
- Total Cost of Items

2.3.8.8.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Commodity Code
Groupings ..... : Commodity Code
Summaries ..... : Totals
Note ..... : None
Limits ..... : None

2.3.8.9 Billing Office Detail Report

Press [9] on the **Reports Menu** to generate the **Billing Office Detail** report. This report lists all Shipment Units in the system grouped by Billing Office, describing all major details for each Shipment Unit printed with a subtotal for each Billing Office.

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                        CONUS FREIGHT MANAGEMENT SYSTEM
                              TEST-SYSTEM

                          BILLING OFFICE DETAIL REPORT

Billing Office          BL Number  TCN                FCC   Quantity      Cost
═══════════════════════════════════════════════════════════════════════════
xxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxx, xx xxxxxxxxx

                        X-9999999  xxxxxxxxxxxxxxxxx xxxx  99999999   $9999.99

          Items Shipped:    999999                    Total Cost:  $999999.99
```

Figure 31. The Billing Office Detail Report.

2.3.8.9.1 Data Elements

The following data elements are displayed in the report:

- Billing Office Code
- Billing Office Name, City, State, Zip Code
- BL Number
- TCN
- Fund Cite Code
- Quantity
- Cost
- Total Number of Items for Billing Office
- Total Cost of Items for Billing Office

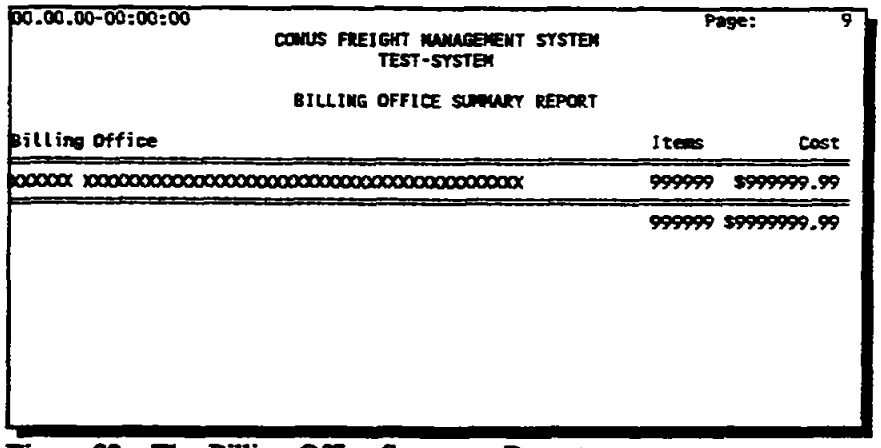
2.3.8.9.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by .....: Billing Office
Groupings .....: Billing Office
Summaries .....: Totals
Note .....: None
Limits .....: None

2.3.8.10 Billing Office Summary Report

Press [A] on the **Reports Menu** to generate the **Billing Office Summary** report. This report lists all Billing Offices in the system with a summary of the number and cost of Shipment Units shipped under each Billing Office.



```
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                    CONUS FREIGHT MANAGEMENT SYSTEM
                            TEST-SYSTEM

                    BILLING OFFICE SUMMARY REPORT

Billing Office                                          Items        Cost
------ ----------------------------------------------- ------ ----------
XXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 999999 $999999.99
                                                       ------ ----------
                                                       999999 $9999999.99
```

Figure 32. The Billing Office Summary Report.

2.3.8.10.1 Data Elements

The following data elements are displayed in the report:

- Billing Office Code
- Billing Office Name
- Number of Items
- Cost of Items
- Total Number of Items
- Total Cost of Items

2.3.8.10.2 Report Criteria

The criteria for the report are as follows:

Master Database.: Shipment Unit Log
Sorted by ..... : Billing Office Code
Groupings ..... : Billing Office Code
Summaries ..... : Totals
Note ..... : None
Limits ..... : None

2.3.9 Creating a Shipment Report

Press [5] to create a shipment summary report. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.
Select [2] to send the report to the printer.
Select [3] to view it on your screen, and send a copy to the printer.
Select [X] to exit.

3.0 Carrier Performance

If you have both the Field Module and the Receiving Module, press [3] on the **Inbound Processing** submenu to execute the **Carrier Performance** function. If you have only the Receiving Module, press [4] on the **Inbound System Menu**. The Field / Receiving Module is designed to capture carrier performance data as a part of the daily operations of Domestic Shipment Processing. Every time a carrier appears on a CFM routing for a shipment, the system retains the rated data for that carrier. As the user completes the carrier award process, the non-use reason codes entered when other-than-low cost carriers were used and carrier service failures entered are retained for evaluation.

3.1 Reviewing Service Failures

After selecting the Carrier Performance option, the system displays the **Carrier Performance List**, which contains a line for each carrier in the Carrier file. As rated carriers are sent from the CFM Host, they are added to the carrier file. Carriers entered for manually routed shipments will also be in the Carrier file.

The system automatically reviews, on a carrier-by-carrier basis, all shipments the carrier has been awarded, all routings on which this carrier was considered, and all service failures for this carrier for the last forty-five (45) calendar days. A summary for each carrier indicates the number of times each carrier was offered a shipment, the number of times the carrier was actually awarded a shipment, and the number of carrier service failures listed by type. After this summary is completed, the screen shown in Figure 3-1 appears.

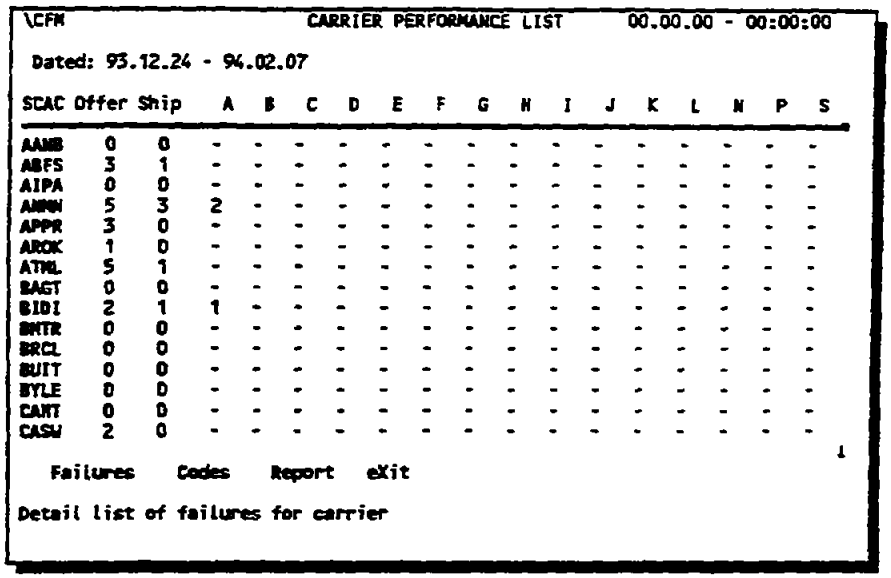

Figure 3-1. The Carrier Performance List Screen.

3.1.1 Columns Displayed

The following columns are displayed for each carrier.

Screen Label	Description
Dated	The beginning and ending dates for which the data applies. These two dates define the 45-day period used to search the database.
SCAC	The SCAC for the highlighted carrier.
Offer	The number of times the highlighted carrier was listed in a routing for a shipment.
Ship	The number of times the highlighted carrier actually carried the shipment.
A	The number of **Failure to Pick Up at Origin as Scheduled** failures that have occurred in the last 45 days.
B	The number of **Improper or Inadequate Equipment** failures that have occurred in the last 45 days.
C	The number of **Shipment Refusal** failures that have occurred in the last 45 days.
E	The number of **Failure to Provide Protective Service** failures that have occurred in the last 45 days.
F	The number of **Failure to Provide Signature and Tally Record** failures that have occurred in the last 45 days.
G	The number of **Time-in-Transit** failures that have occurred in the last 45 days.
H	The number of **Mishandling Freight** failures that have occurred in the last 45 days.
I	The number of **Loss or Damage** failures that have occurred in the last 45 days.
J	The number of **Improper Routing** failures that have occurred in the last 45 days.
K	The number of **Use of Bad Language or Offensive Conduct** failures that have occurred in the last 45 days.
L	The number of **Equipment, Facilities or Personnel Fail to Meet Government Safety Standards** failures that have occurred in the last 45 days.
N	The number of **Expired Carrier Exemption, Permits, or Authority** failures that have occurred in the last 45 days.

Screen Label	Description
P	The number of Drug / Alcohol / Firearms Abuse failures that have occurred in the last 45 days.
S	The number of Failure to Comply w/ DOT, ICC, FAA, DOD Regulations failures that have occurred in the last 45 days.

3.1.2 Menu Options

The following menu options are available on the Carrier Performance List.

Option	Description
Failures	Displays all service failures that have occurred for the highlighted carrier.
Codes	Displays all service failure code descriptions.
Report	Generates a report on carrier performance for the last 45 days. This report can be viewed on the screen or sent to a printer.
Exit	Returns to the Inbound Processing Menu.

3.1.3 Listing Service Failures

Press F to display the **Service Failures List**. All service failures for the highlighted carrier in the last forty-five (45) days are listed on the screen. You can view the detail of both the failure and the shipment on which it occurred using the **Detail** and **Shipment** menu options respectively.

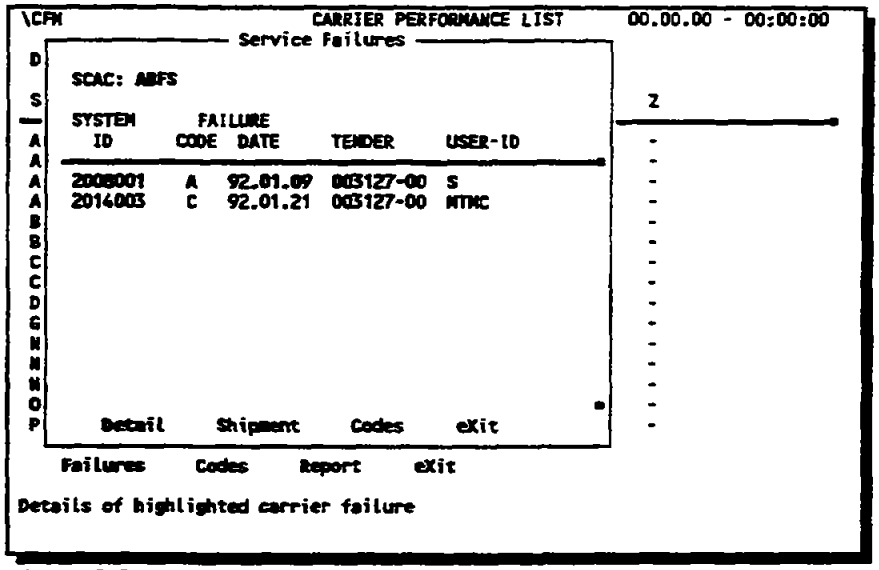

Figure 3-2. The Service Failures screen.

3.1.3.1 Columns Displayed

The following columns of data are displayed for each service failure.

Screen Label	Description
System ID	The system-assigned identifier for the shipment on which the failure occurred.
Failure Code	The service failure type code.
Failure Date	The date the service failure occurred.
Tender	The carrier's tender used in the ranking.
User-ID	The User-ID of the person entering the service failure.

3.1.3.2 Menu Options

The following menu options are available on the Service Failures List.

Option	Description
Detail	Displays the details of the highlighted service failure.
Shipment	Displays the details of the shipment on which the highlighted service failure occurred.
Codes	Displays a list of service failure codes and their descriptions.
Exit	Returns to the Carrier Performance List.

3.1.4 Service Failure Detail

Press D on the Service Failures List to view the details of the currently highlighted service failure. Press any key to return to the Service Failures List.

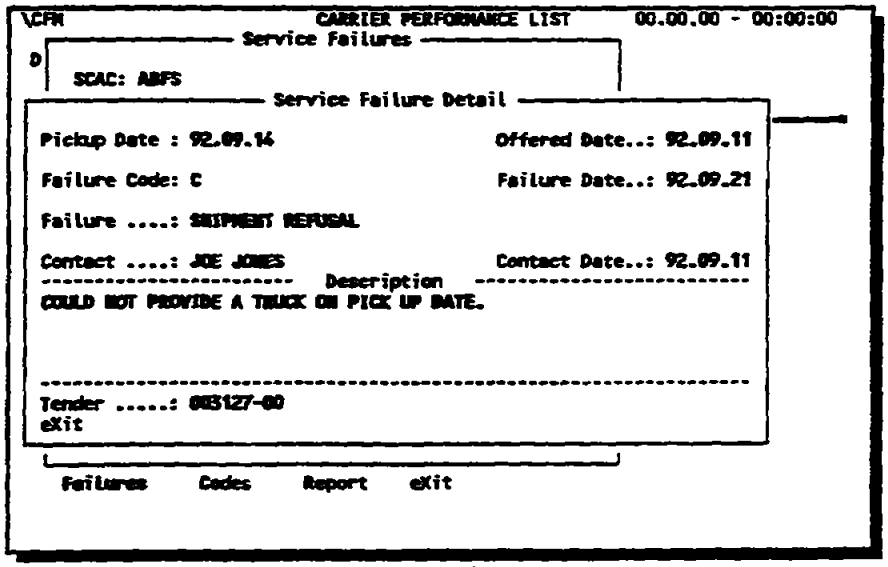

Figure 3-3. The Service Failure Detail screen.

3.1.4.1 Fields Displayed

The following information, entered during the carrier award process, is displayed.

Screen Label	Description
Pickup Date	The date the carrier was asked to pick up the shipment.
Offered Date	The date the offer to pick up the shipment was made.
Failure Code	The service failure code that was used.
Failure Date	The date the service failure occurred.
Failure	Description of the service failure code.
Contact	The name of the person contacted at the carrier office.
Contact Date	The date the contact was made.
Description	A user-entered description of the service failure circumstances.
Tender	The carrier's tender that was used to cost this shipment.

3.1.5 Shipment Detail

Press S on the **Service Failures List** to view the details of the shipment on which the currently highlighted service failure occurred. Press any key to return to the **Service Failure List**.

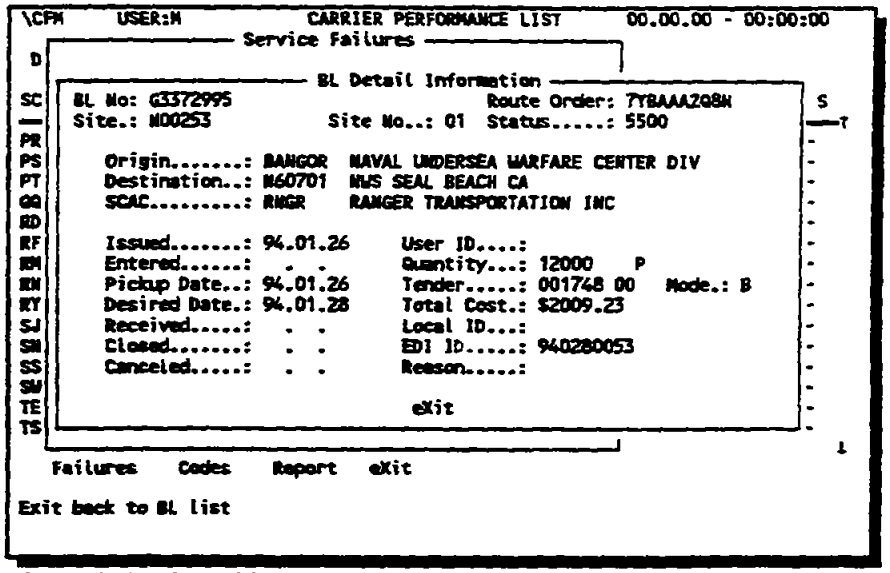

Figure 3-4. The Shipment Detail screen.

3.1.5.1 Fields Displayed

The following details of the shipment on which the failure occurred are displayed.

Screen Label	Description
BL No.	The GBL number for the shipment.
Route Order	The route order type for the shipment.
Site	The DODAAC of the issuing office for the BL.
Site No.	The site number at the issuing office.
Status	The current status of the shipment.
Origin	The shipment origin address code and site name.

Screen Label	Description
Destination	The shipment destination address code and site name.
SCAC	The SCAC of the awarded carrier.
Issued	The date the BL was issued.
Entered	The date the shipment request was entered
Pickup Date	The pickup date for the shipment.
Desired Date	The desired delivery date.
Received	The date the shipment was received.
Closed	The date the shipment was closed out.
Canceled	If the shipment was canceled, the date it was canceled.
User ID	The identification code for the user who created the shipment.
Quantity	The quantity and unit of measure for the shipment as rated for the awarded carrier.
Tender	The tender used to rate the shipment.
Mode	The mode code for the mode of this shipment.
Total Cost	The total cost for this shipment as costed for the awarded carrier.
Local ID	The Agency ID of the shipment.
EDI ID	The Electronic Data Interchange ID for the shipment.
Reason	If the shipment was canceled, the reason for the cancellation.

3.1.6 Service Failure Codes

Press C on the Service Failures List to view the descriptions for the service failure codes. Press X to return to the Service Failure List.

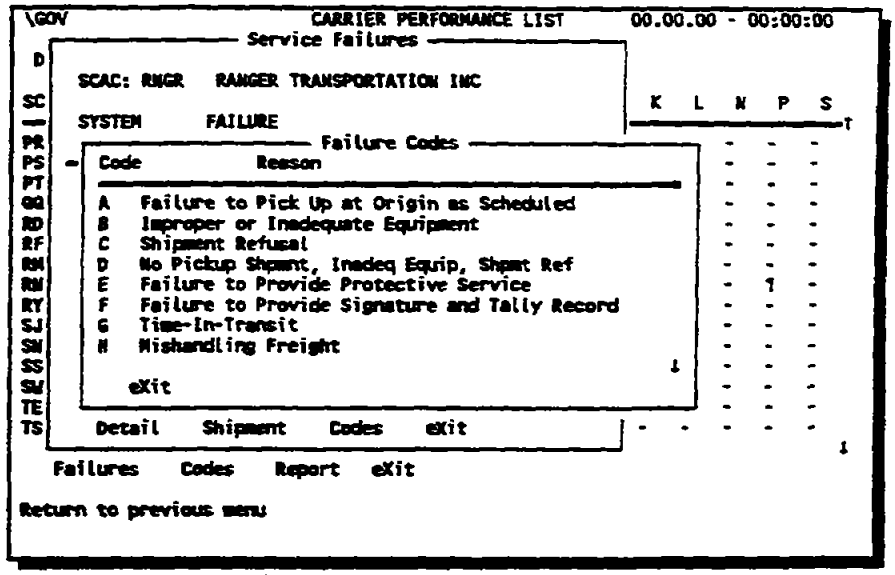

Figure 3-5. The Failure Codes screen.

3.1.6.1 Fields Displayed

The following columns are displayed for each service failure code.

Screen Label	Description
Code	The non-use reason code that generated a service failure.
Reason	Description of the non-use reason that resulted in a service failure for the carrier.

If you would like to print the list of service failure codes, access the View Only File option from the Reference Files main menu option. Service Failure codes is one of the View Only files, and can be printed from there.

3.2 Carrier Performance Report

Press [R] from the Carrier Performance List screen to create a report on carrier performance for the last 45 days.

After selecting the Reports option, you will be given a choice of whether to view the report on your screen, print it, or both.

Select [Enter] to view the report on your screen only.
Select [R] to send the report to the printer.
Select [1] to view it on your screen, and send a copy to the printer.
Select [2] to exit.

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1.0 Introduction to Transportation Discrepancy Reports

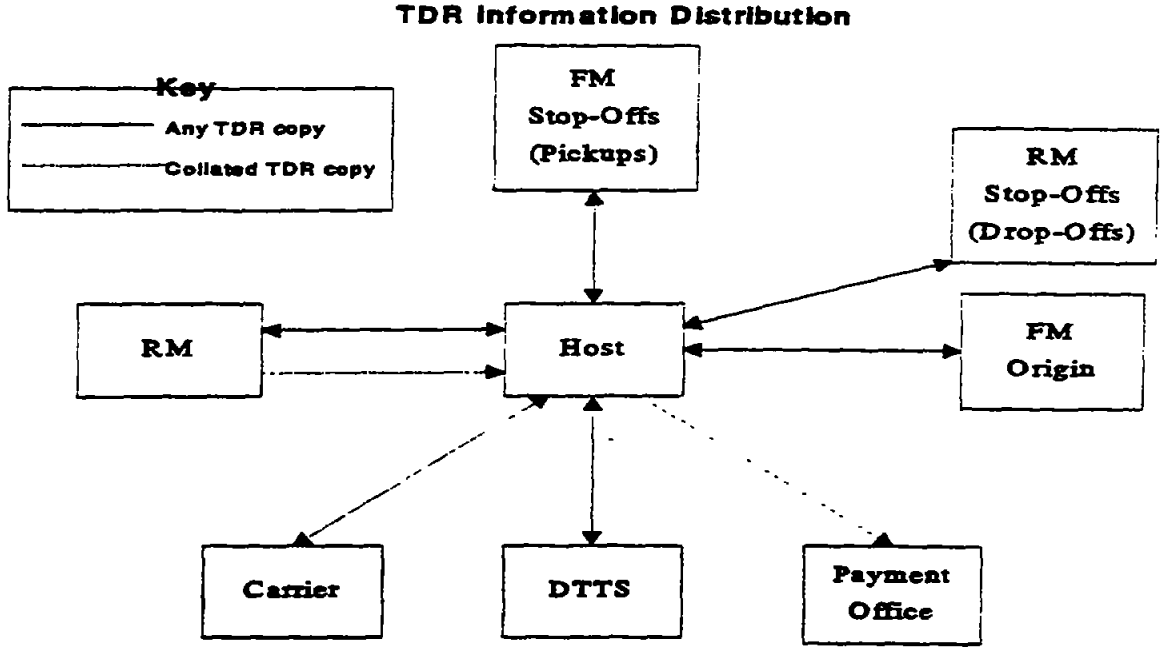
A transportation discrepancy report (TDR) is a document used to track and report shipment discrepancies. The TDR is created by the consignee to report shortages, damaged items on the shipment, and general notice of problems with the shipping documents. The TDR is generally created at the consignee and sent by fax to the consignor. When the discrepancy is well enough documented, a final copy is sent to the claims office.

Transportation Discrepancy Report (TDR) functionality has been enhanced greatly for 4.0 of the CFM Field Module. TDRs can be created automatically from an inbound bill of lading (using the Receiver Module). TDRs can also be manually created by the originator, by entering the pertinent TDR data into CFM. The TDR process has been automated so that a TDR can be sent to the CFM Host, where it will then be routed to the specified recipient(s). The recipient enters a reply to the TDR, which is then routed back through the CFM host to the originator. Replies are then collated by the originator, and a single TDR is created, showing all replies. This TDR is then forwarded to the claims office via the CFM host.

The origination of the TDR and the reply process can also be performed manually. This is accomplished by entering the discrepancy information, printing the TDR and mailing (or faxing) it to the appropriate recipient. When the reply is received (also by mail or fax), the response(s) are entered manually by the originator of the TDR.

All TDRs, regardless of whether they were delivered electronically or manually, will be stored on the CFM Host. The process is as follows: A consignee discovers a shipment discrepancy on an inbound shipment and creates a TDR for each party that handled the shipment prior to the discovery of the discrepancy. These copies are then sent to the CFM Host electronically where they are distributed to the appropriate sites. If a site does not have the means to receive the TDR electronically, the TDR is sent by fax from the CFM Host.

The following diagram illustrates the distribution of information:



Once the consignor receives the TDR, all comments are entered and the TDR is then sent back through the CFM Host to the Consignee for final close out of the TDR. The consignee collates (combines) all copies of the TDR with the comments and sends a final TDR to the Claims Office. If, after a period of time, the consignor does not provide a response, the system will begin polling the consignor for the response.

The collated copy of the TDR is then stored along with the shipment history file presently on the CFM Host system. This will complete the reporting information related to a shipment.

1.1 How this Section is Organized

Section 3 of this manual, which covers Transportation Discrepancy Reports, is organized into four chapters:

1. Chapter 1 is an introduction to TDRs and provides general information about how they are processed.

2. Chapter 2 covers Request for Information TDRs *only*. This chapter includes step-by-step instructions on how to process an RFI TDR, whether you are originating it or receiving it.

3. Chapter 3 covers Initial Notification and Miscellaneous Problem TDRs. This chapter includes step-by-step instructions on processing these types of TDRs.

4. Chapter 4 covers all screens, menu items, and data elements presented under the Transportation Discrepancy Reports function. This chapter contains screen and menu descriptions for every screen in the TDR area, but does not contain step-by-step instructions on processing. This chapter is most useful as a reference.

Please refer to the chapter which best meets your needs for a particular type of TDR processing.

1.2 How Transportation Discrepancy Report Processing Works

1.2.1 Types of TDRs

There are three types of TDRs: Request for Information (RFI), Initial Notification, and Miscellaneous Problems.

1) **Request For Information (RFI).** RFIs are the most common type of TDR and are the only type that require a response from the recipient. They are used to gather information about a shipment that has a discrepancy. Once an RFI is issued, the recipient *must* respond within 60 days.

2) **Initial Notification.** Initial Notifications are sent when the person who discovers the discrepancy is not the ultimate consignee. The person who sends the Initial Notification sends a copy only to the ultimate consignee of the shipment. It is then the ultimate consignee's responsibility to create an RFI and gather more information about the shipment, if necessary. No response is required from an Initial Notification.

3) **Miscellaneous Problems.** A Miscellaneous Problems TDR is used to report problems involved in the timely movement of freight, but will not result in a claim against a carrier. No response is required for this type of TDR.

Within the CFM system, you can identify the type of TDR by consulting the status code. The third position in the status code of a TDR indicates which type it is:
1= RFI (Request for Information)
2= Initial Notification
3= Miscellaneous Problems

For example, a TDR with a status code of 2010 is an RFI. A status code of 2020 is an Initial Notification, and a status code of 2030 is a Miscellaneous Problem.

The RFI TDR is handled differently than the other two. By definition, as a request for information, a response is required. This type of TDR is set up so that initially the originator can only enter data into blocks 1-31D. These blocks make up the first section of the TDR that describes the problem. The initiator does not have access to the other sections of the TDR until the status code of the TDR indicates that it is ready for the next step. There is a complete description of the process flow and instructions for completing the TDR below.

The Initial Notification and Miscellaneous Problems TDRs do not need to follow the same process. They are much simpler in character and do not contain the data entry restrictions that the RFIs do.

1.2.2 Steps in TDR Processing

TDR processing has been changed and enhanced in CFM Version 4.0. There are now a series of steps (similar to the steps a shipment request requires) that an RFI TDR must go through in order to be completely processed. TDRs now have status codes that indicate the level of processing that has been completed.

1.2.2.1 Automated vs. Manual Processing

There are two ways of processing an RFI TDR: automatically or manually. The automated processing involves sending the TDR to the CFM Host, where it is automatically routed to the recipient. Replies are routed back to the originator through the Host as well.

Manual processing is similar TDR processing in version 3.0 of CFM. The initial information is entered into the TDR, it is printed and faxed or mailed to the recipients(s), the recipient(s) mail (or fax) back their replies, and the originator enters the replies into the system. Manual processing need only be used if the recipient is not a CFM Field Module or Receiving Module user.

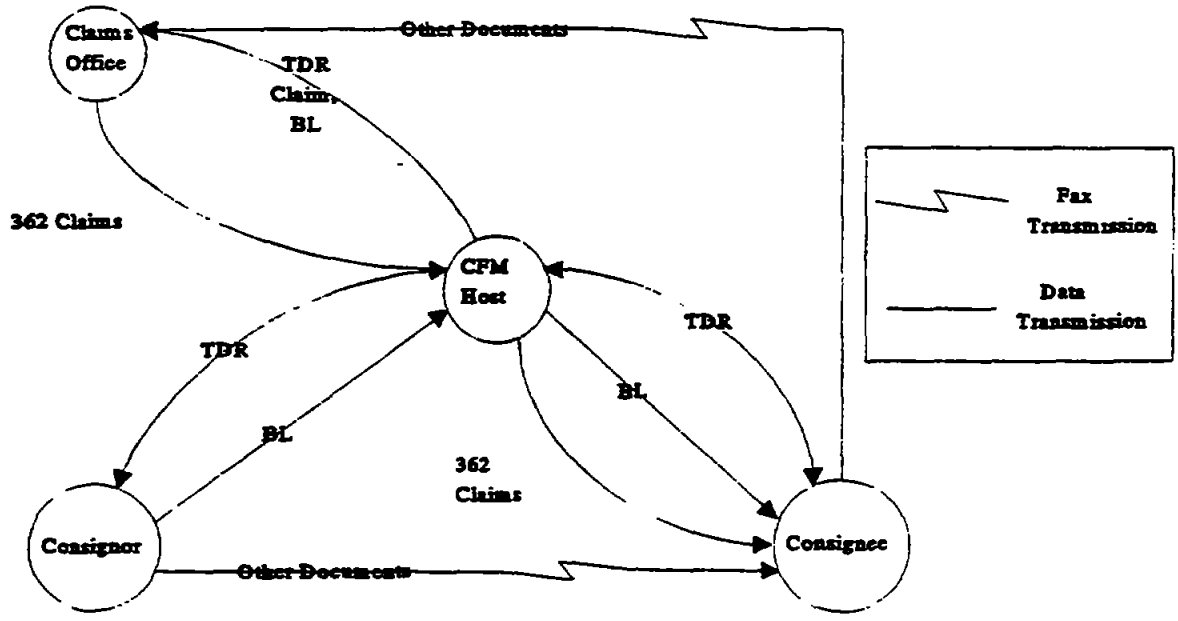
The information flow for handling TDRs depends on whether both consignor and consignee have automated TDR capabilities. The matrix of automated vs. manual shows four types :

TDR Type	Consignor Automated	Consignor Non-Automated
Consignee Automated	TDR Type 1	TDR Type 2
Consignee Non-Automated	TDR Type 3	TDR Type 4

1.2.2.2 TDR Type 1 Processing Flow

The information flow for a TDR Type 1 (Automated consignee / Automated consignor) is as follows: TDR and BL data are transferred to recipients electronically through the CFM Host. Supporting documents are faxed. If it is necessary to re-send an RFI for additional information, it is not necessary to fax the supporting documents. These documents are eventually forwarded to the claims office. The following diagram illustrates the automated data flow:

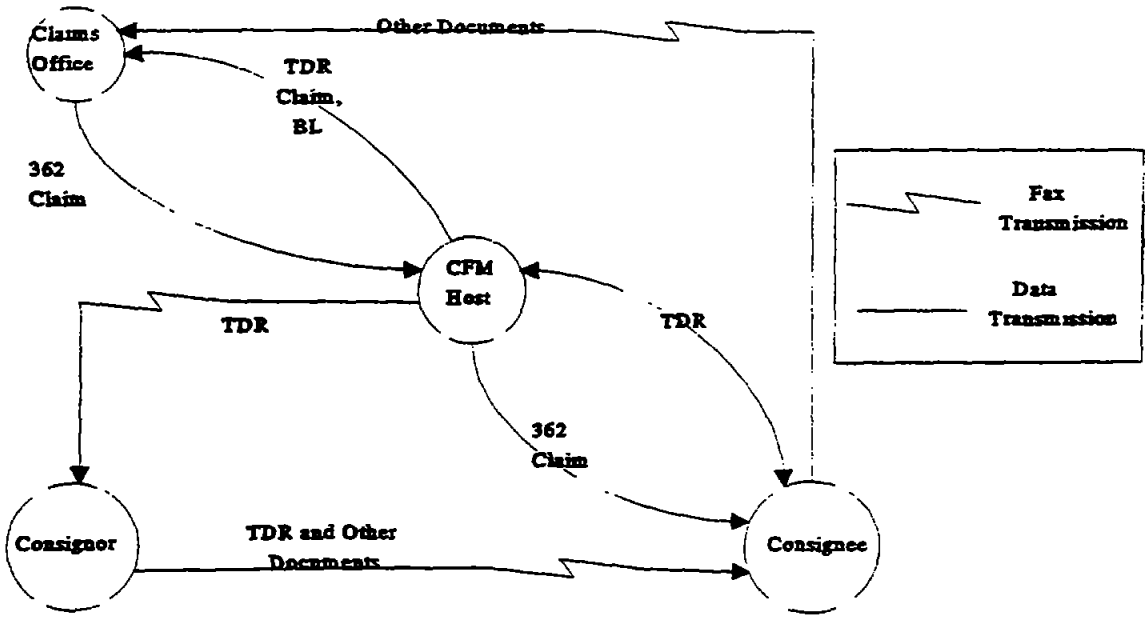
TDR INFORMATION FLOW Type 1



1.2.2.3 TDR Type 2 Processing Flow

In the TDR Type 2 process (Automated consignee / Manual consignor), the TDR is entered (or created from BL data) and transferred electronically to the CFM Host for storage, and the Host faxes copies to the non-automated recipient(s). The TDR reply and any supporting documents, including GBL data, are returned via fax. If it is necessary to re-send an RFI for additional information, it is again transferred to the CFM Host for automatic faxing to the respondent. The following diagram illustrates the data flow:

TDR INFORMATION FLOW Type 2



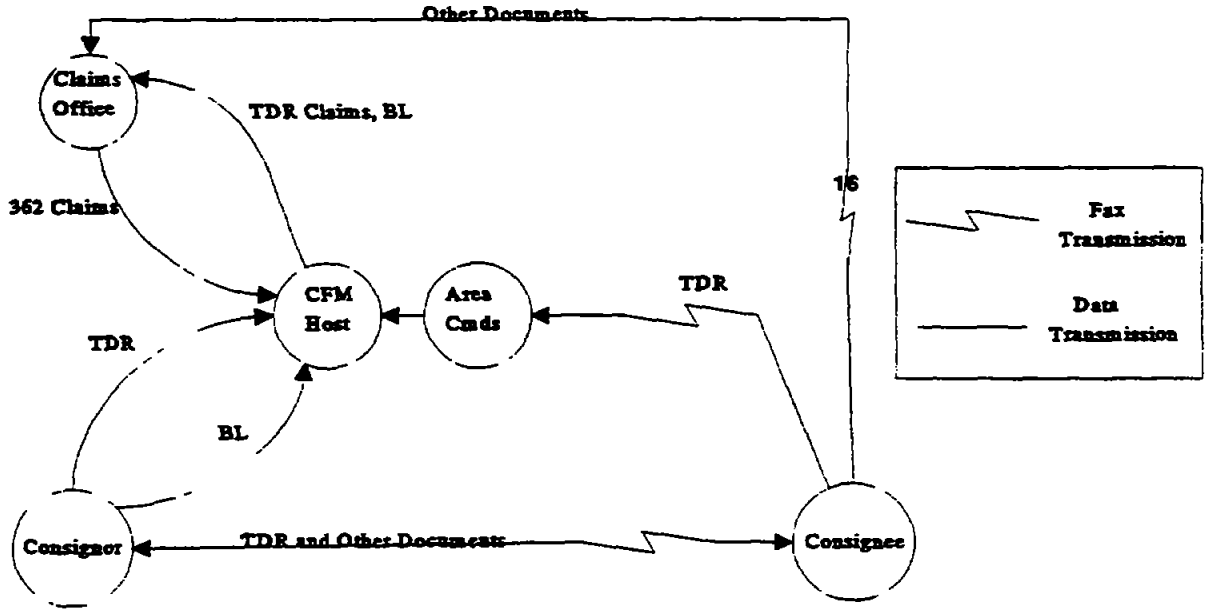
1.2.2.4 TDR Type 3 Processing Flow

In the TDR type 3 process (Manual consignee / Automated consignor), the shipper receives the TDR data via fax. The shipper then enters the original TDR data and his/her reply into the CFM system and sends it to the CFM Host, which then routes responses to the TDR originator via fax.

Note: *The problem with this TDR type is the data sent from the consignor is not the collated data. This data will not accurately update the TDR history tables on the CFM Host. It does not reflect an accurate picture of the TDR status. The only way to capture the collated data is to possibly have the Area Command technicians enter the final TDR into the system.*

The following diagram illustrates the data flow:

TDR INFORMATION FLOW Type 3



1.2.2.5 TDR Type 4 Processing Flow

For TDR type 4 (Manual consignee / Manual consignor), no data transfer to the CFM Host takes place. As in the TDR type 3 process, the only way to maintain accurate data on the CFM Host is to have the Area Command technicians enter this information.

The steps for processing vary slightly for automated vs. manual processing. Both processes are outlined below.

1.2.3 Type 1 Automated Processing

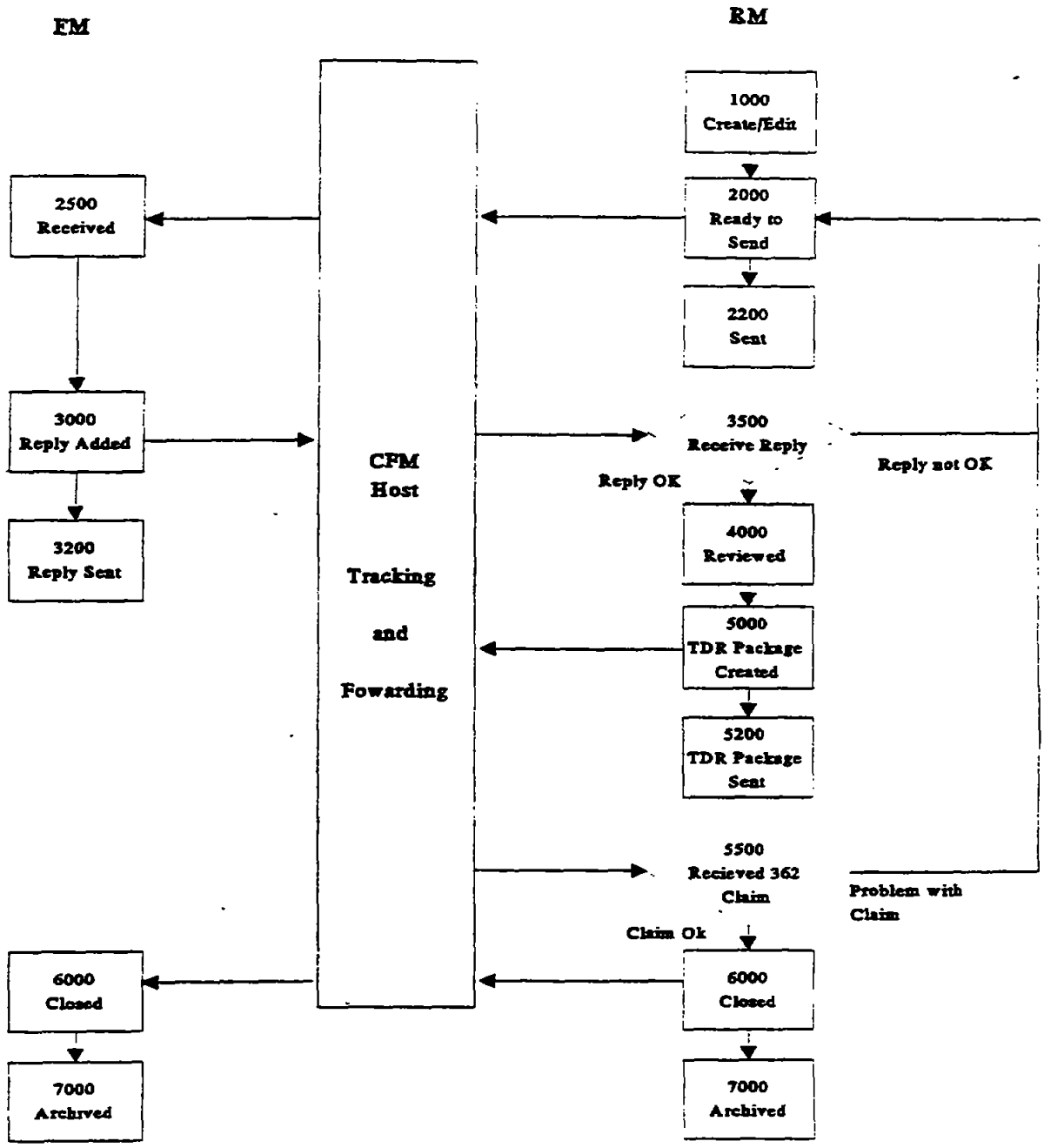
The paragraphs below outline the general process flow for automated processing of a TDR.

Step	Action	Result
1	The originator of the TDR uses the **Add** function to add a TDR, filling out blocks 1-31D.	The TDR is created, and the status code is 1010.
2	The originator saves the TDR and "Sets it for Sending."	The TDR status code moves to 2010.
3	The originator makes all necessary copies of the TDR.	The copies are created and given an ID number that begins the same as the original, but has **01, 02, 03,** etc. appended to the end.
4	The originator dials the CFM Host and transmits the TDR(s) to the Host.	The TDR status code moves to 2210 (sent).
5	The recipient(s) receive the TDR via the CFM Host, then enter(s) a reply.	The TDR status code moves to 3010 (on the recipient's side only — the originator's status code is still 2210).
6	The recipient(s) transmit the TDR replies back to the Host.	The TDR status code moves to 3210 (reply sent).
7	The originator retrieves the TDR replies from the Host.	The TDR status code moves to 3510 (on the originator's side only — the recipient's status code is still 3210).
8	The originator reviews the replies, then saves and "sets for collation."	The status code moves to 4010 (ready for collation).

Step	Action	Result
9	The originator inserts the replies onto the collation copy of the TDR, combining them all.	The status code moves to 4510 (ready for closing).
10	The originator transmits the collated TDR to the Host.	The status code moves to 5010 (closed and ready for archiving).
11	The originator archives the collated TDR.	The status code moves to 7010 (archived).

An example of TDR tracking of an RFI in an automated environment is shown below.

TDR Tracking of an RFI in an Automated Environment



1.1.4 Type 2 Manual Processing

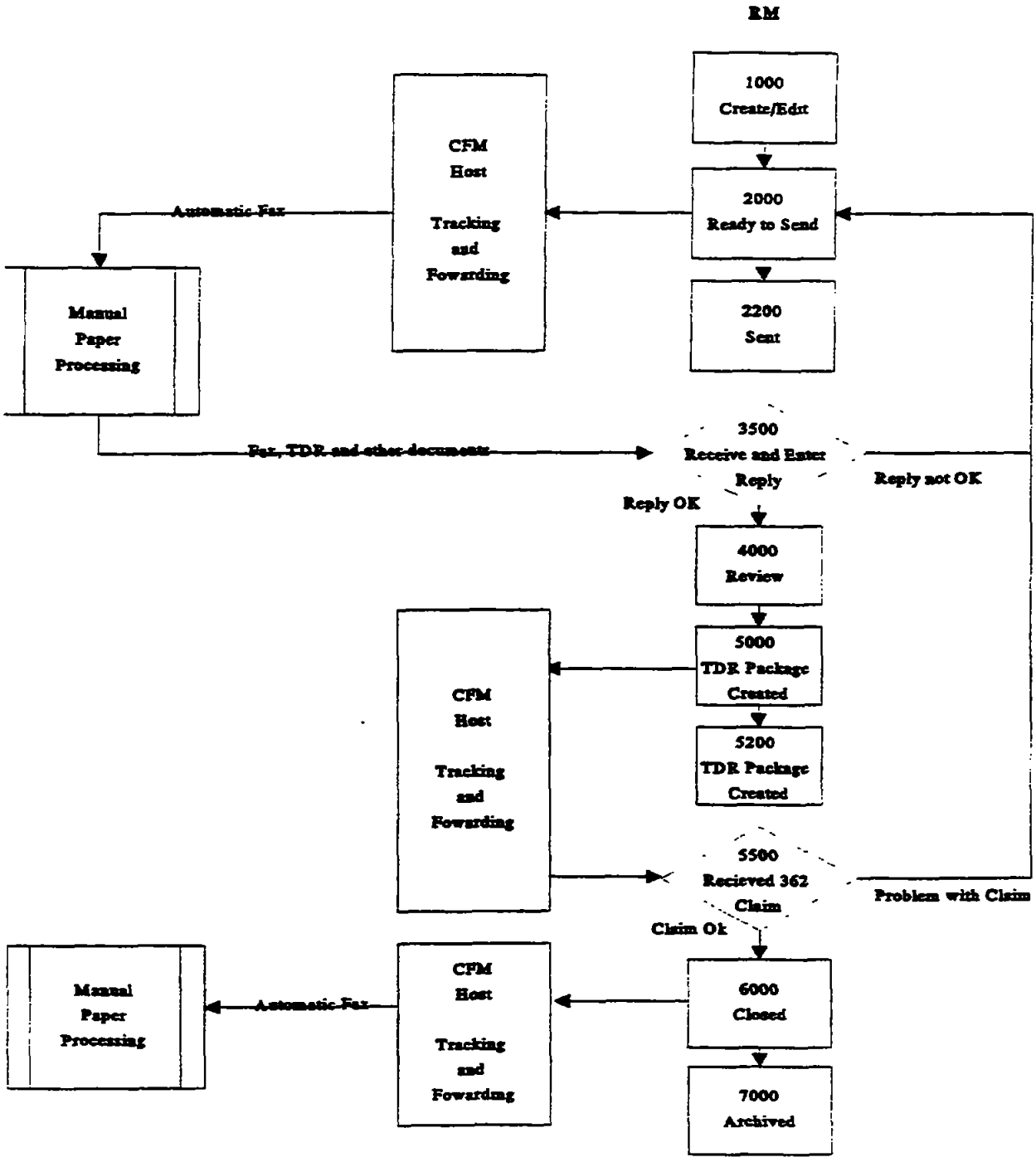
The paragraphs below outline the general process flow for manual processing of a TDR.

Step	Action	Result
1	The originator of the TDR uses the **Add** function to add a TDR, filling out blocks 1-31D.	The TDR is created, and the status code is 1010.
2	The originator saves the TDR and "Sets it for Sending."	The TDR status code moves to 2010.
3	The originator makes all necessary copies of the TDR.	The copies are created and given an ID number that begins the same as the original, but has **01, 02, 03,** etc. appended to the end.
4	The originator edits the TDR(s) and saves them as "override to sent."	The TDR status code moves to 2210 (sent).
5	The originator faxes or mails the TDR(s) to the recipient(s).	The recipients receive the TDR by fax or mail.
6	The recipient(s) fill out the reply section of the TDR and fax or mail the reply to the originator.	The originator receives the TDR by fax or mail.
7	The originator uses the **Manual** option under the **Review** function to enter the appropriate reply on the appropriate copy of the TDR.	After the reply is entered, the system displays the TDR Edit screen.
8	The originator reviews the TDR, then saves and "sets for collation."	The status code moves to 4010 (ready for collation).
9	The originator manually enters the additional replies to the TDR copies in the same manner.	TDR replies are entered and saved and status on all copies moves to 4010 (ready for collation).
10	The originator inserts the replies onto the collation copy of the TDR, combining them all.	The status code moves to 4510 (ready for closing).
11	The originator uses the **Close** option to set the TDR for closing.	The status code moves to 5010 (closed and ready for archiving).

Step	Action	Result
12	The originator archives the collated TDR.	The status code moves to 7010 (archived).

An example of TDR tracking of an RFI in a manual environment is shown below:

TDR Tracking of an RFI in a Manual Environment



2.0 Request For Information TDRs

This chapter explains the processing of Request For Information (RFI) TDRs. RFI TDRs require more processing than the other TDR types because a reply is required.

2.1 Types of TDRs

There are three types of TDRs: Request for Information (RFI), Initial Notification, and Miscellaneous Problems.

1) **Request For Information (RFI).** RFIs are the most common type of TDR and are the only type that require a response from the recipient. They are used to gather information about a shipment that has a discrepancy. Once an RFI is issued, the recipient *must* respond within 60 days.

2) **Initial Notification.** Initial Notifications are sent when the person who discovers the discrepancy is not the ultimate consignee. The person who sends the Initial Notification sends a copy only to the ultimate consignee of the shipment. It is then the ultimate consignee's responsibility to create an RFI and gather more information about the shipment, if necessary. No response is required from an Initial Notification.

3) **Miscellaneous Problems.** A Miscellaneous Problems TDR is used to report problems involved in the timely movement of freight, but will not result in a claim against a carrier. No response is required for this type of TDR. Miscellaneous Problems TDRs can be used by consignees to alert shippers to create a correction notice which reflects the actual amounts of freight shipped and received.

Within the CFM system, you can identify the type of TDR by consulting the status code. The third position in the status code of a TDR indicates which type it is:
1= RFI (Request for Information)
2= Initial Notification
3= Miscellaneous Problems

For example, a TDR with a status code of 2010 is an RFI. A status code of 2020 is an Initial Notification, and a status code of 2030 is a Miscellaneous Problem.

The RFI TDR is handled differently than the other two. By definition, as a request for information, a response is required. This type of TDR is set up so that initially the originator can only enter data into blocks 1-31D. These blocks make up the first section of the TDR that describes the problem. The initiator does not have access to the other sections of the TDR until the status code of the TDR indicates that it is ready for the next step. There is a complete description of the process flow and instructions for completing the TDR below.

The Initial Notification and Miscellaneous Problems TDRs do not need to follow the same process. They are much simpler in character and do not contain the data entry restrictions that the RFIs do.

2.1.1 Steps in TDR Processing

TDR processing has been changed and enhanced in CFM Version 4.0. There are now a series of steps (similar to the steps a shipment request requires) that an RFI TDR must go through in order to be completely processed. TDRs now have status codes that indicate the level of processing that has been completed.

2.1.1.1 Automated vs. Manual Processing

There are two ways of processing an RFI TDR: automatically or manually. The automated processing involves sending the TDR to the CFM Host, where it is automatically routed to the recipient. Replies are routed back to the originator through the Host as well.

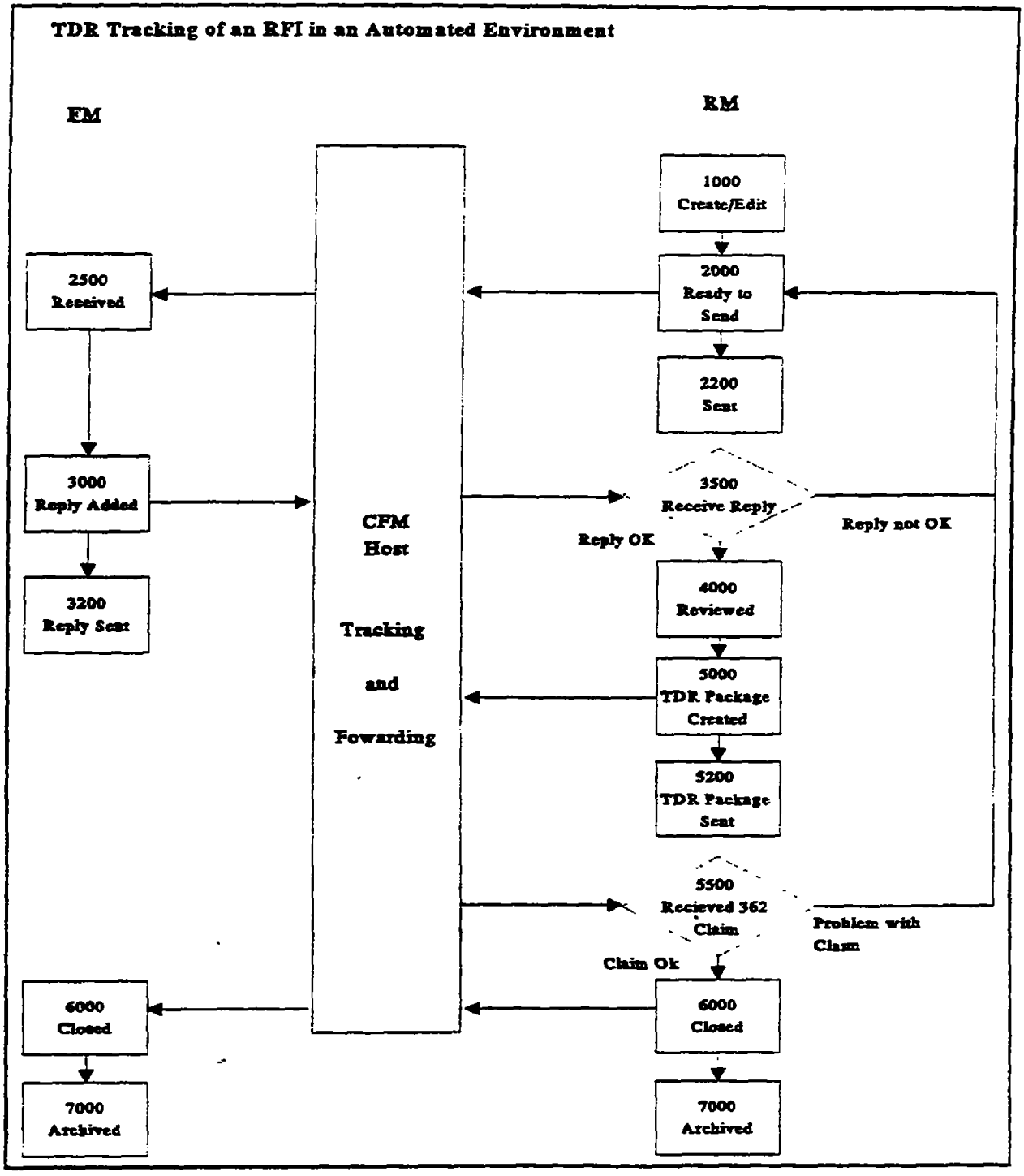
Manual processing is similar TDR processing in version 3.0 of CFM. The initial information is entered into the TDR, it is printed and faxed or mailed to the recipients(s), the recipient(s) mail (or fax) back their replies, and the originator enters the replies into the system. Manual processing need only be used if the recipient is not a CFM Field Module or Receiving Module user.

2.1.2 Automated Processing

The paragraphs below outline the general process flow for automated processing of a TDR.

Step	Action	Result
1	The originator of the TDR uses the **Add** function to add a TDR, filling out blocks 1-31D.	The TDR is created, and the status code is 1010.
2	The originator saves the TDR and "Sets it for Sending."	The TDR status code moves to 2010.
3	The originator makes all necessary copies of the TDR, editing the Remarks block (30) as necessary for each copy.	The copies are created and given an ID number that begins the same as the original, but has **01, 02, 03,** etc. appended to the end.
4	The originator transmits the TDR(s) to the CFM Host via modem.	The TDR status code moves to 2210 (sent).
5	The recipient(s) receive the TDR via the CFM Host, then enter(s) a reply.	The TDR status code moves to 3010 (on the recipient's side only — the originator's status code is still 2210).
6	The recipient(s) transmit the TDR replies back to the Host.	The TDR status code moves to 3210 (reply sent).
7	The originator retrieves the TDR replies from the Host.	The TDR status code moves to 3510 (on the originator's side only — the recipient's status code is still 3210).
8	The originator reviews the replies, then saves and "sets for collation."	The status code moves to 4010 (ready for collation).
9	The originator inserts the replies onto the collation copy of the TDR, combining them all.	The status code moves to 4510 (ready for closing).
10	The originator transmits the collated TDR to the Host.	The status code moves to 5010 (closed and ready for archiving).
11	The originator archives the collated TDR.	The status code moves to 7010 (archived).

An example of TDR tracking of an RFI in an automated environment is shown below.



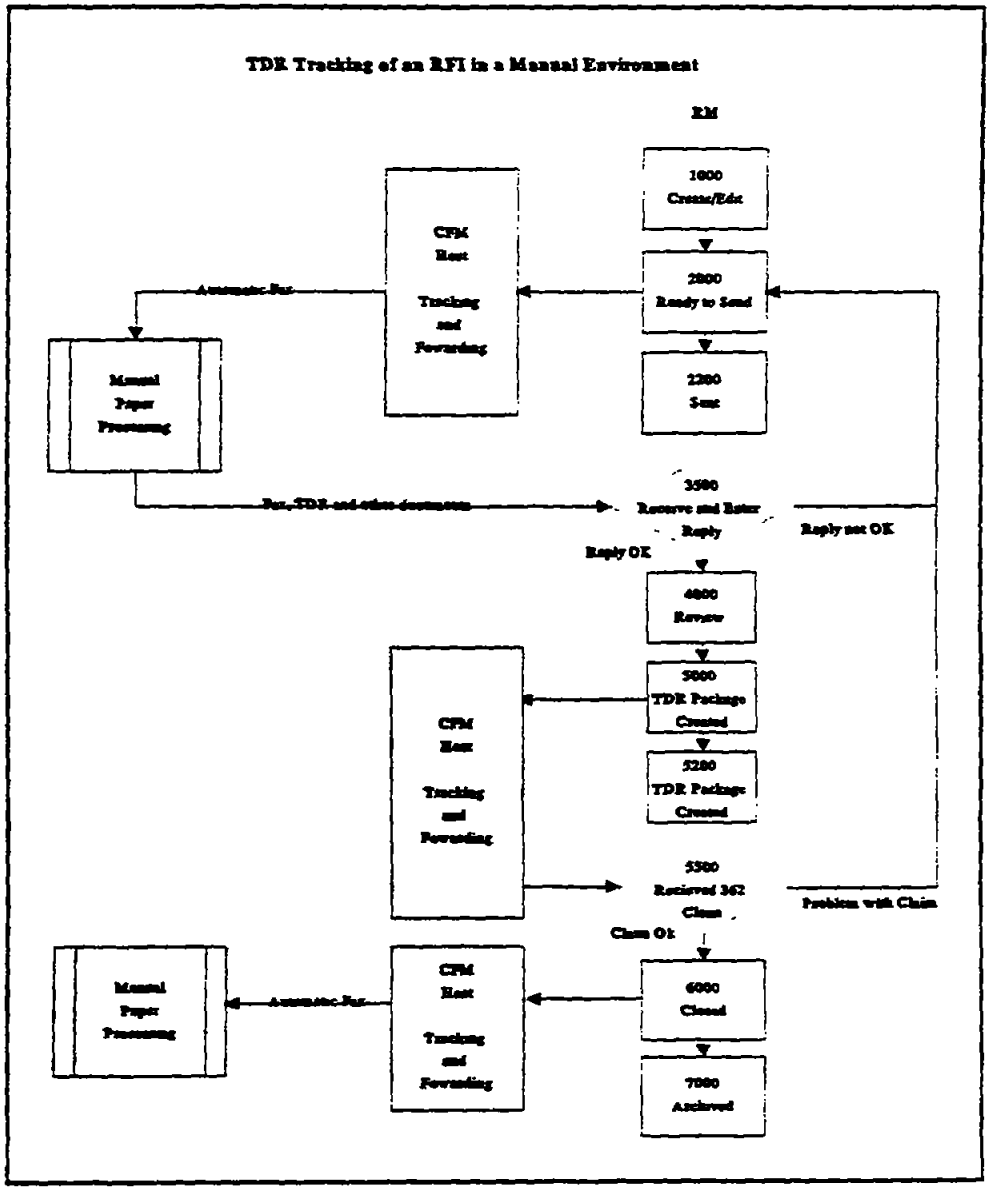
2.1.3 Manual Processing

The paragraphs below outline the general process flow for manual processing of a TDR.

Step	Action	Result
1	The originator of the TDR uses the **Add** function to add a TDR, filling out blocks 1-31D.	The TDR is created, and the status code is 1010.
2	The originator saves the TDR and "Sets it for Sending."	The TDR status code moves to 2010.
3	The originator makes all necessary copies of the TDR, editing the Remarks block (30) as necessary for each copy.	The copies are created and given an ID number that begins the same as the original, but has 01, 02, 03, etc. appended to the end.
4	The originator edits the TDR(s) and saves them as "override to sent."	The TDR status code moves to 2210 (sent).
5	The originator faxes or mails the TDR(s) to the recipient(s).	The recipients receive the TDR by fax or mail.
6	The recipient(s) fill out the reply section of the TDR and fax or mail the reply to the originator.	The originator receives the TDR by fax or mail.
7	The originator uses the **Manual** option under the **Collate** function to enter the appropriate reply on the appropriate copy of the TDR.	After the reply is entered, the system displays the TDR Edit screen.
8	The originator reviews the TDR, then saves and "sets for collating."	The status code moves to 4010 (ready for collation).
9	The originator manually enters the additional replies to the TDR copies in the same manner.	TDR replies are entered and saved and status on all copies moves to 4010 (ready for collation).
10	The originator inserts the replies onto the collation copy of the TDR, using the **Collate** option, combining all replies.	The status code moves to 4510 (ready for closing).
11	The originator uses the **Close** option to set the TDR for closing.	The status code moves to 5010 (closed and ready for archiving).

Step	Action	Result
12	The originator archives the collated TDR.	The status code moves to 7010 (archived).

An example of TDR tracking of an RFI in a manual environment is shown below:



2.2 Originating the Transportation Discrepancy Report

There are two ways to create a TDR. TDRs can be created by entering the discrepancy data into CFM or they can be created directly from inbound Bill of Lading data. Creating a TDR from an inbound bill of lading saves data entry of the key address and shipment unit data. See Section 2.2.2 for instructions on creating a TDR from an inbound bill of lading.

2.2.1 Entering TDR Data Yourself

Press **T** from the **Transportation Discrepancy List** screen, then **A** from the **TDR Edit List** to add a TDR. The **Address for TDR** form will be displayed (See Figure 2-1).

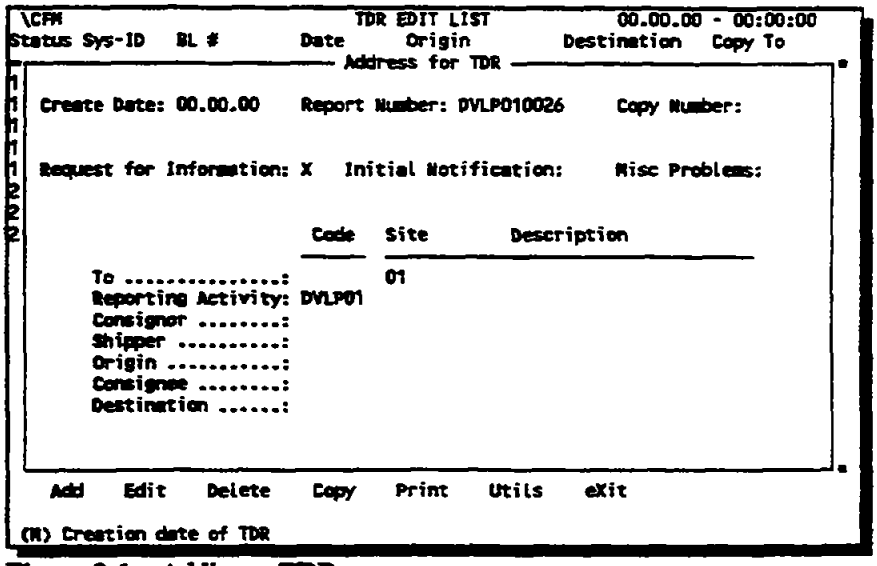


Figure 2-1. Adding a TDR.

Follow the steps below to originate a TDR.

Step	Action
1	The **Create Date** field will contain today's date. Either accept this date by pressing Enter or type the desired date in the YY.MM.DD format.
2	Place an **X** in the Request for Information box. The space bar will toggle the **X** on and off — press it until you see the desired result.
3	Enter all appropriate addresses (and the Site number for the recipient) on the **Address for TDR** form (Figure 2-1). This data completes blocks 1-7, 9, and 11. Address pick lists are available from all address fields. (Press * to view pick list.)
4	After entering all addresses, the TDR Maintenance screen will be displayed.
5	Press B, then 8, then Enter to edit block 8. Press A to add a **Vehicle Information** record. Enter the carrier's SCAC, the vehicle number (if known), and notes (if desired). Press Tab when you have finished. Add any additional vehicle records required in the same way. Press X to exit when you have finished.
6	Press B, then type **10** to edit blocks 10 and 12. Enter the Freight Bill and Bill of Lading numbers, pressing Enter after each entry.
7	Press B, then type **13** to edit blocks 13-18. Enter all data on the Shipment Dates form. There is a pick list available for the **Mode Code** field (same mode codes as shipment requests).
8	Press B, then type **19** to edit block 19. Place an **X** in the appropriate field to indicate whether seals were intact or broken. Enter seal number and description if desired. Press Enter between each entry.

2.2.1.1 Entering Discrepant Shipment Unit Data

You are now ready to enter the discrepant shipment unit data. This data will be placed in blocks 20-29 of the TDR. Follow the steps below to enter the discrepant shipment unit data.

Step	Action	Result
1	Press B, then type 20 to add discrepant shipment unit data.	The **TDR Shipment Units List** is displayed.
2	Press A from the **TDR Shipment Unit** screen to add a shipment unit.	The **Shipment Unit Detail** screen is displayed.
3	Enter the Transportation Control Number (TCN) for the discrepant shipment unit, then press Enter.	System accepts your entry and moves to the next field.
4	Enter the commodity code for the discrepant shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
5	Enter the NSN (National Stock Number for the discrepant item, then press Enter.	System accepts your entry and moves to the next field.
6	Enter a description (if desired) of the discrepant item, then press Enter.	System accepts your entry and moves to the next field.
7	If there is a security risk associated with the discrepant item, enter the appropriate code here, then press Enter.	System accepts your entry and moves to the next field.
8	Enter the appropriation code for the discrepant item, then press Enter.	System accepts your entry and moves to the next field.
9	Enter the number of discrepant packages, then press Enter.	System accepts your entry and moves to the next field.
10	Enter the package type (container code), then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.

Step	Action	Result
11	Enter the cause of the discrepancy, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
12	Enter the two-letter abbreviation of the type of unit under which the material was issued, then press Enter. See shipping document.	System accepts your entry and moves to the next field.
13	Enter the total number of units that were shown on the billing or shipping document, then press Enter.	System accepts your entry and moves to the next field.
14	Enter the number of units of issue that were found to have discrepancies, then press Enter.	System accepts your entry and moves to the next field.
15	Enter the weight for the discrepant shipment unit, then press Enter.	System accepts your entry and moves to the Cost field.

<table>
<tr><th>Step</th><th colspan="2">Action</th><th>Result</th></tr>
<tr><td>16</td><td colspan="2">Use the table below to determine the data that should be entered in the Cost field.</td><td></td></tr>
<tr><td></td><td>If the discrepant item was:</td><td>Then...</td><td rowspan="5">System accepts your entry and saves your shipment unit. You are returned to the TDR Shipment Units List.</td></tr>
<tr><td></td><td>A Shortage</td><td>Enter the replacement value.</td></tr>
<tr><td></td><td>Over/Astray Freight</td><td>Enter the value of material when available.</td></tr>
<tr><td></td><td>Reparable Damage</td><td>Enter the total of the cost to repair plus the transportation costs to and from the repair shop.</td></tr>
<tr><td></td><td>Non-reparable Damage</td><td>Enter the total of preshipment value plus any other costs incurred to salvage the materials, minus amount recovered through salvage.</td></tr>
<tr><td>17</td><td colspan="2">If you need to enter additional discrepant shipment units, repeat steps 2-14. If not, go to step 16.</td><td>Shipment units are added, and you are returned to the TDR Shipment Units List.</td></tr>
<tr><td>18</td><td colspan="2">Press [X] to exit from the TDR Shipment Units List</td><td>You are returned to the TDR Maintenance screen. The shipment units you have entered will now be displayed.</td></tr>
</table>

2.2.1.2 Completing the TDR Entry

After you have finished entering the discrepant shipment units, you are ready to finish the initial TDR entry process. Follow the steps below to complete the TDR.

Step	Action	Result
1	Press B, type 30, then press Enter to add remarks. Type your remarks in this block. (Remarks should ask the recipient questions about the discrepant freight or request additional information.) Press Tab when you have finished.	The system enters your remarks into block 30 and returns you to the TDR Maintenance area.
2	Press B, type 31A, then press Enter to edit blocks 31A-C.	The **Preparer Information** box is displayed.
3	Type your name, title, and commercial and AUTOVON telephone numbers, pressing Enter after each entry.	The system enters the Preparer Information into blocks 31A-C and returns you to the TDR Maintenance area.
4	Press X to check your TDR for errors and exit.	If errors are found, you must correct them by editing the block numbers indicated in the error message. Continue editing blocks until no errors are found, then press X to exit. If no errors are found, you will be presented with a list of save options.

Step	Action		Result
5	**If you want to...**	**Then press...**	**Result**
	Save the TDR for sending to the CFM Host	1 (Save and Set for Sending)	TDR is saved, and status code becomes 2010.
	Bypass the process of sending the TDR to the Host (you will be entering replies yourself because the recipient is not a CFM user)	2 (Override to Sent Status)	TDR is saved, and you are asked whether you would like to print the TDR. After selecting an option, the status code becomes 2210.
	Continue to make changes to the TDR	3 (Continue Editing TDR)	You return to the TDR Maintenance area.
	Come back to this TDR later to add information or make changes	4 (Hold for Later Editing)	TDR is saved, and status code becomes 1010.
	Close this TDR now without further processing	5 (Override to Closed Status)	TDR is saved, and you are asked whether you would like to print the TDR. After selecting an option, the status code becomes 6510.
	Exit from the TDR, *without saving any of the information you just entered*	X (Exit without saving Changes)	No TDR data is saved.

2.2.1.3 Making copies of the TDR

After you have completed entering the TDR data in blocks 1–31C, the TDR is ready to be copied. Follow the instructions below to make copies of the TDR.

Step	Action	Result
1	Highlight the TDR that you wish to copy.	The TDR is highlighted.
2	Press C to copy the TDR.	You are prompted for the address to which the copy should be sent.

Step	Action	Result
3	Type the address code and site number for the recipient of the copy, then press Enter.	A copy of the TDR is created. The SysID for the copy is the original TDR SysID + a 2-digit sequence number, beginning with 01.
4	If you need to make additional copies, repeat steps 1–3.	Additional copies of the TDR are created.

2.2.1.4 Editing the Remarks Block

After having made copies of the TDR, you may wish to edit the Remarks block (30). If there are different questions to be asked of the different recipients, you should do this. Follow the steps below to edit the Remarks block for your TDR copies.

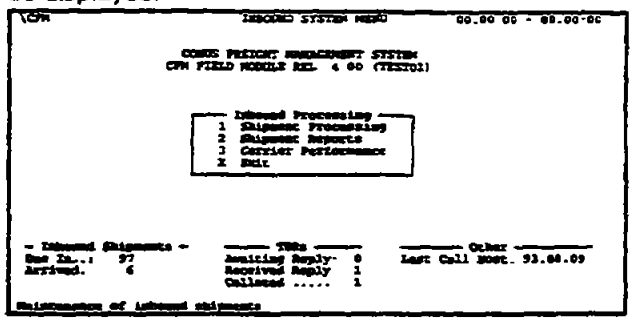
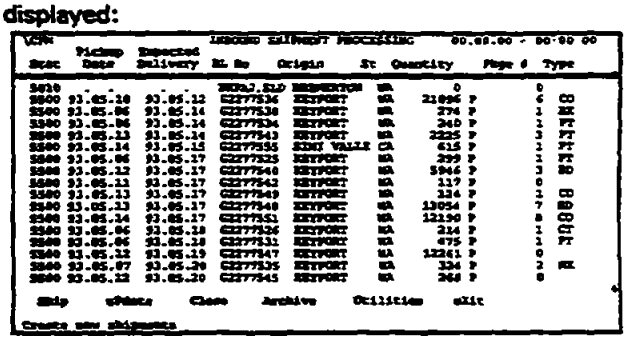
Step	Action	Result
1	Highlight the copy of the TDR that you would like to edit.	The TDR is highlighted.
2	Press E to edit the TDR.	The TDR Maintenance screen is displayed.
3	Press B to edit a block of the TDR.	You are prompted for the block number
4	Type 30, then press Enter.	The Remarks block is displayed in edit mode.
5	Make any changes to the existing remarks, using the Delete key to delete existing text, and typing any additional text desired. Press Tab when you have finished.	The remarks are saved, then displayed in block 30 on the TDR Maintenance screen.
6	Press X to exit the TDR when you have finished reviewing the remarks.	You are prompted with a list of save options.

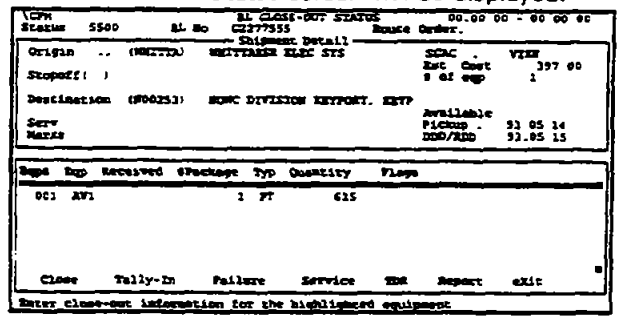
Step	Action		Result
7	**If you want to...**	**Then press...**	**Result**
	Save the TDR for sending to the CFM Host (The recipient must be a CFM user)	1 (Save and Set for Sending)	TDR is saved, and status code becomes 2010.
	Bypass the process of sending the TDR to the Host (you will be faxing the TDR and then entering replies yourself because the recipient is not a CFM user)	2 (Override to Sent Status)	TDR is saved, and you are asked whether you would like to print the TDR. If you will be faxing or mailing the TDR to the recipient, you should select <Yes>. After selecting an option, the status code becomes 2210.
	Continue to make changes to the TDR	3 (Continue Editing TDR)	You return to the TDR Maintenance area.
	Come back to this TDR later to add information or make changes	4 (Hold for Later Editing)	TDR is saved, and status code becomes 1010.
	Close this TDR now without further processing	5 (Override to Closed Status)	TDR is saved, and you are asked whether you would like to print the TDR. After selecting an option, the status code becomes 6510.
	Exit from the TDR, *without saving any of the information you just entered*	X (Exit without saving Changes)	No TDR data is saved.

2.2.2 Creating a TDR from an Inbound Bill of Lading

TDRs can easily be created from inbound bills of lading. If you are a Field Module or Receiving Module site, and you need to create a TDR for a shipment that was sent to you, you can easily do this using the **Inbound Shipment Processing** function. You should already have a bill of lading record for this shipment, which would have been sent to you electronically via the CFM host by the shipper.

To create a TDR from an inbound BL, follow the steps below.

Step	Action	Result
1	From the Main Menu, press **2** from the main menu to access **Inbound Shipment Processing**.	The Inbound Shipment Processing submenu will then be displayed: 
2	Press **1** from this submenu to select **Shipment Processing**.	The Inbound Shipment Processing List will be displayed: 

Step	Action	Result
3	Highlight the shipment that you would like to use to create the TDR, and press C to close out the BL. *Note: You will not actually close the BL at this time.*	The BL Close Out Status screen will be displayed: 
4	Press T to execute the TDR menu option.	You are asked whether you want to create a TDR for this shipment.
5	Press Y to indicate yes.	You are asked whether you would like to retrieve tally-in and equipment information.
6	Press Y if you would like to retrieve this data for all shipment units. Press N if you do not want to retrieve all shipment unit data.	The data is retrieved if you answered "yes" or it is not retrieved if you answered "no". The first screen of the TDR is then displayed.
7	Press B to edit a block of the TDR. Type 30, then press Enter.	The **Remarks** screen is displayed. Enter all information necessary about this TDR into this screen. Press Tab when you have finished.
8	Press B again to edit a block of the TDR. Type 31A, then press Enter.	Type all information requested: your name and title, telephone numbers, etc. Press Enter after each entry.
9	If you need to enter shipment unit data (blocks 20–29), press B once again, and type 20, then press Enter	Press A to add shipment unit data or E to edit existing shipment unit data. Then enter all pertinent information. Press Enter after each entry.
10	Press V to check the TDR for errors.	If errors are found, you must correct them by editing the block numbers indicated in the error message. Continue editing blocks until no errors are found. If no errors are found, you will be presented with a list of save options.

<table>
<tr><th>Step</th><th colspan="2">Action</th><th>Result</th></tr>
<tr><td>11</td><td colspan="2">Press [X] to exit the TDR entry process.</td><td>If there are errors found on the TDR, you will see a message indicating which information is missing, and the associated block. Press [3] to continue editing TDR, and edit the appropriate blocks to complete the required information. Then press [X] to exit.

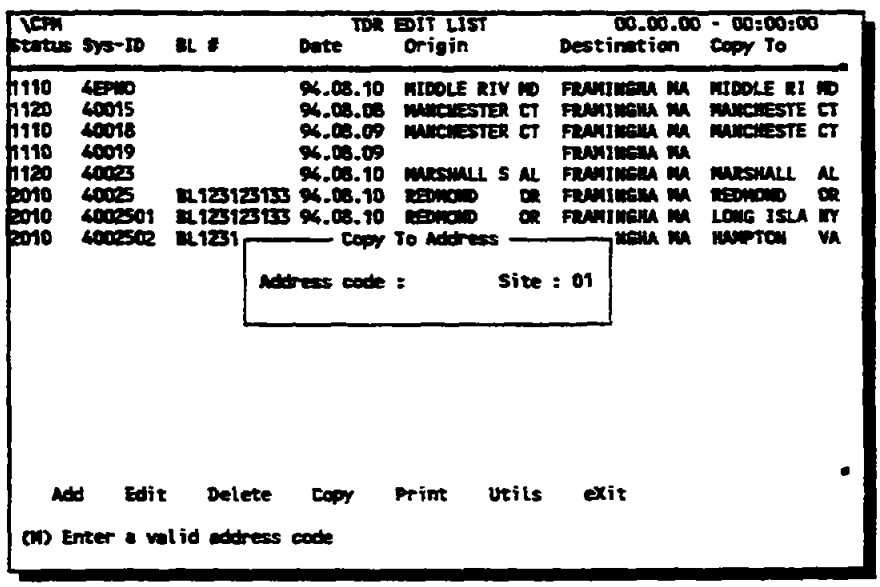
If there are no errors found, you will see a list of save options. Select the appropriate save option. (Usually [1] if you are processing electronically or manually and you haven't yet made copies of the TDR.)</td></tr>
<tr><td>12</td><td>If you want to...</td><td>Then press...</td><td>Result</td></tr>
<tr><td></td><td>Save the TDR for sending to the CFM Host</td><td>[1] (Save and Set for Sending)</td><td>TDR is saved, and status code becomes 2010.</td></tr>
<tr><td></td><td>Bypass the process of sending the TDR to the Host (you will be entering replies yourself because the recipient is not a CFM user)</td><td>[2] (Override to Sent Status)</td><td>TDR is saved, and you are asked whether you would like to print the TDR. After selecting an option, the status code becomes 2210.</td></tr>
<tr><td></td><td>Continue to make changes to the TDR</td><td>[3] (Continue Editing TDR)</td><td>You return to the TDR Maintenance area.</td></tr>
<tr><td></td><td>Come back to this TDR later to add information or make changes</td><td>[4] (Hold for Later Editing)</td><td>TDR is saved, and status code becomes 1010.</td></tr>
<tr><td></td><td>Close this TDR now without further processing</td><td>[5] (Override to Closed Status)</td><td>TDR is saved, and you are asked whether you would like to print the TDR. After selecting an option, the status code becomes 6510.</td></tr>
<tr><td></td><td>Exit from the TDR, without saving any of the information you just entered</td><td>[X] (Exit without saving Changes)</td><td>No TDR data is saved.</td></tr>
</table>

2.3 Deleting a Transportation Discrepancy Report

To delete a TDR, highlight the TDR you would like to delete on the **TDR Edit List**, then press D. You will be prompted to make sure you want to delete the TDR. Make sure <Yes> is highlighted, then press Enter.

2.4 Copying a Transportation Discrepancy Report

To copy a TDR, highlight the TDR you wish to copy on the **TDR Edit List**, then press C. You will be prompted for the address code and the site number of the intended recipient (Figure 2-2). Enter the address code and press Enter. (If you do not know the address code, press * to access the pick list.) Enter the site number and press Enter. The system defaults to site number 01. If this is correct, you can simply press Enter to accept the default. A copy will be made of the highlighted report, and 2 digits will be added to the System ID, beginning with "01".



2.5 Sending a TDR to the Host

After you have completed blocks 1-31C and if you are processing your TDR electronically, and your recipient is also electronically connected via the CFM Host, you will be sending the TDR to the CFM Host. After **Saving and Setting the TDR for Sending** and exiting the TDR Maintenance Area, you will send the TDR To the Host. Press [X] once to return to the **Transportation Discrepancy List**, then press [S] to send your RFI TDR to the Host.

You will be asked if you would like to **Call the Host Now?** Press [Y] to continue with the Host connection. Log on to the Host as you normally do. The remainder of the Host connection proceeds automatically. When the Host connection is complete, you may want to view the File Transfer Report to make sure all data was successfully transferred to the Host.

2.6 Replying to a TDR

If you have received a TDR electronically, you will need to reply to it. To reply to a TDR, press [R] from the **Transportation Discrepancy List** screen. The screen shown in Figure 2-3 will then be displayed.

```
\CFM                              TDR REPLY LIST              00.00.00 - 00:00:00
Status Sys ID     BL #      Date      Origin          Destination     Copy To
3010   30061      G2277583  93.10.04  BANGOR    ,ME   YORKTOWN ,VA    BANGOR    ,ME
3010   30063      X-12222233 93.11.05 PHILADELPH,PA   EGLIN AFB,FL    PENSACOLA,FL
3010   30075      X-10000012 93.12.09 SAN DIEGO ,CA   BOSTON    ,MA   SAN DIEGO,CA
3510   30080      G2256433  93.12.22  BOSTON    ,MA   BOSTON    ,MA   ORLANDO   ,FL
3010   30081      G2277584  93.12.28  KEYPORT   ,WA   PANAMA CI,FL    KEYPORT   ,WA
3010   3008101    G2277584  93.12.28  KEYPORT   ,WA   PANAMA CI,FL    ORLANDO   ,FL

   Reply    Print    Utils    eXit
```

Figure 2-3. The TDR Reply List

2.6.1 Entering a TDR Reply

To reply to an electronically sent TDR, highlight the desired TDR on the **TDR Reply List** and press R. The TDR will then be displayed on the **TDR Maintenance** form, shown below.

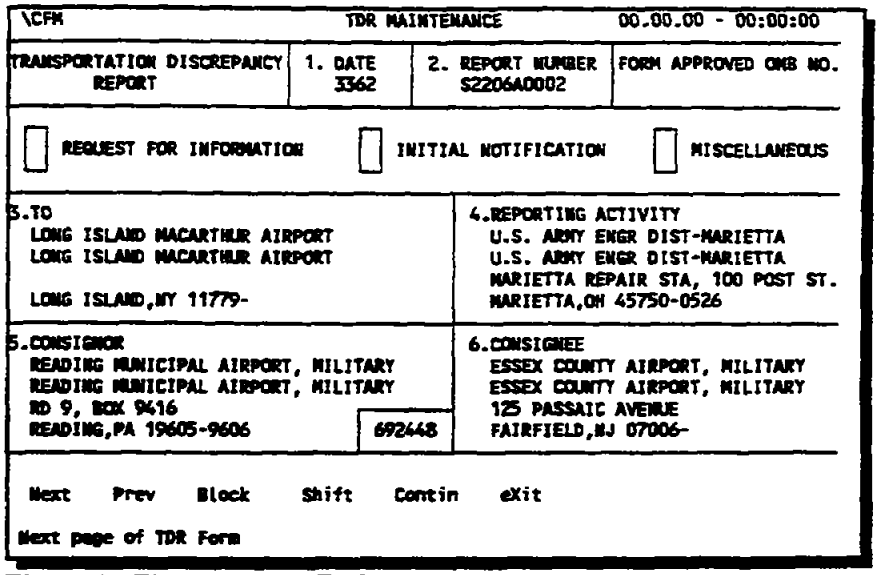


Figure 4. First screen of TDR.

To look at the TDR, use the N key to view the next screen and P to view the previous screen. If you need to see data that is on the far right of the screen, press the S key to shift the screen to the right. Pressing it again shifts it back to the left.

Once you have looked at the information on this TDR and are ready to create your reply, follow the steps below.

Step	Action	Result
1	Press B to edit a block of the TDR.	You are prompted for the block number.
2	Type 32, then press Enter.	The Reply block is displayed in edit mode.

Step	Action		Result
3	Type your remarks in the Reply block. (Replies should attempt to answer the questions from the originator about the discrepant freight.) Press Tab when you have finished.		The system enters your reply into block 32 and displays the **Respondent Information** box.
4	Press B to edit a block of the TDR.		You are prompted for the block number.
5	Type 33A, then press Enter.		The Respondent Information block is displayed.
6	Type your name, title, and commercial and AUTOVON telephone numbers, pressing Enter after each entry.		The system enters the Preparer Information into blocks 33A-C.
7	Press X to check the TDR for errors and exit.		If errors are found, you must correct them by editing the block numbers indicated in the error message. Continue editing blocks until no errors are found, then press X to exit. If no errors are found, you will be presented with a list of save options.
8	**If you want to...**	**Then press...**	**Result**
	Save the TDR for sending to the CFM Host	1 (Save and Set for Sending)	TDR is saved, and status code becomes 3010.
	Continue to make changes to the TDR	2 (Continue Editing TDR)	You return to the TDR Maintenance area.
	Come back to this TDR later to add information or make changes	3 (Hold for Later Editing)	TDR is saved, and status code becomes 1010.
	Exit from the TDR, *without saving any of the information you just entered*	X (Exit without saving Changes)	No TDR data is saved.

2.5 Collating TDR Replies

The TDR collation phase takes the replies that have each been entered on the appropriate copies of the TDR and combines (collates) them onto one copy of the TDR. Before you access the **Collate** option, you should have received (if your recipients are electronically connected) or entered (if your recipients faxed you their replies) all the replies to your TDR. Press [C] to access the **Collate** option. The screen shown in Figure 2-5 will then be displayed.

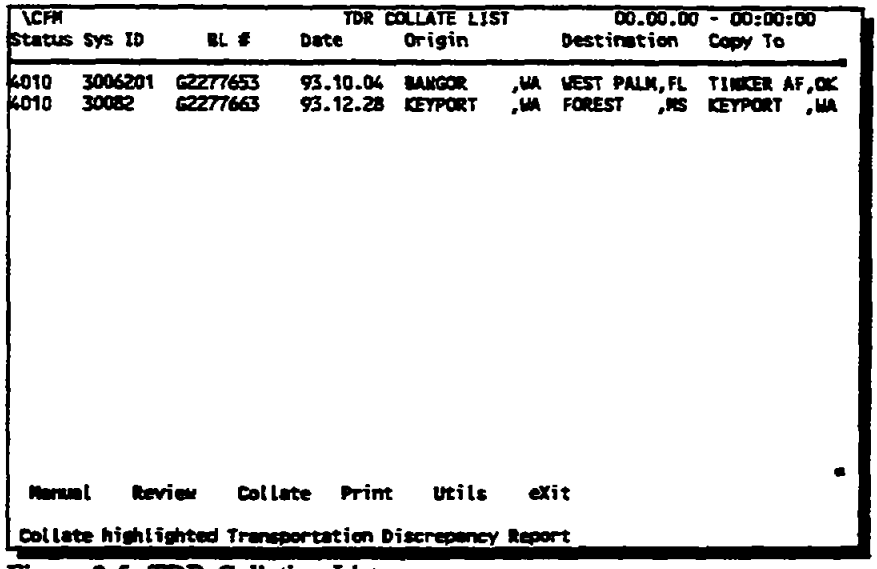


Figure 2-5. TDR Collation List.

2.5.1 Manually Entering Replies to a TDR

If the recipient of your TDR is not a CFM Field Module or Receiving Module site, you will need to enter replies to your TDR manually. This is only necessary because the recipient(s) of your TDR will have to mail or fax their replies back to you. The only way to get them into the CFM system at this point is to enter them yourself. TDRs that must have manual replies entered are at the **2210** status code at this point, meaning that they have been sent to the Host or they have been set to the sent status code when saving the TDR.

Highlight the correct copy of the TDR (the copy that was sent to *that particular recipient*). Press [M] to enter a manual reply to this TDR. The screen shown in Figure 2-6 will then be displayed.

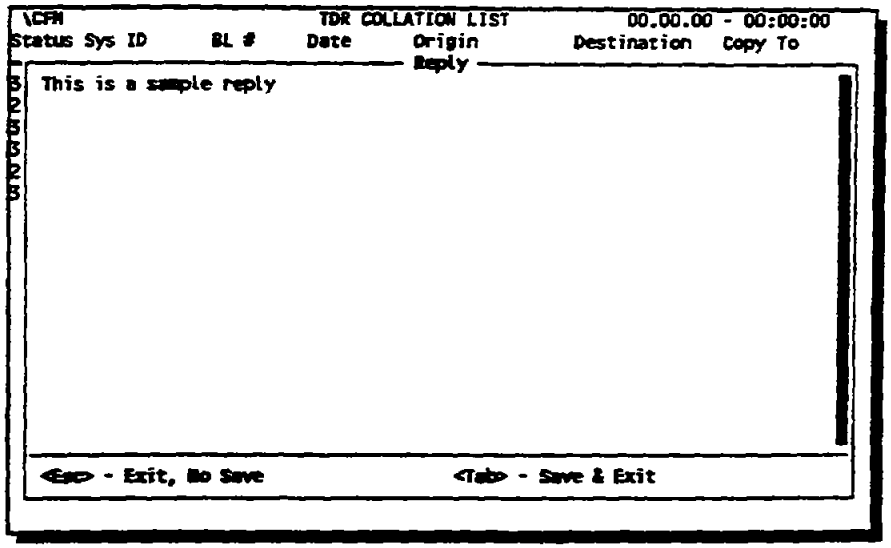


Figure 2-6. TDR Reply Screen.

The Reply screen is shown above with a sample reply typed in. This screen will be blank when you first view it. Type your reply, as shown in the example above. Press [Tab] when you have finished to save your work.

After you have saved your reply, the **Respondent Information** screen will be displayed (Figure 2-7).

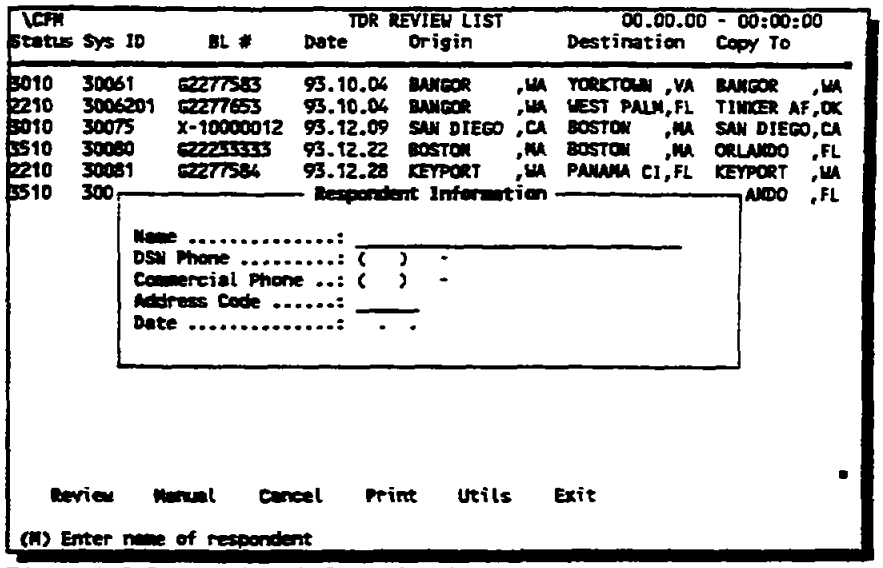


Figure 2-7. Respondent Information Screen.

Enter the name of the respondent that sent you this reply, and then continue to enter telephone numbers, the address code (or DODAAC) and a date for this particular reply, pressing Enter between each entry.

When you have finished, the TDR will be displayed on the TDR Maintenance screen (Figure 2-8) for your review.

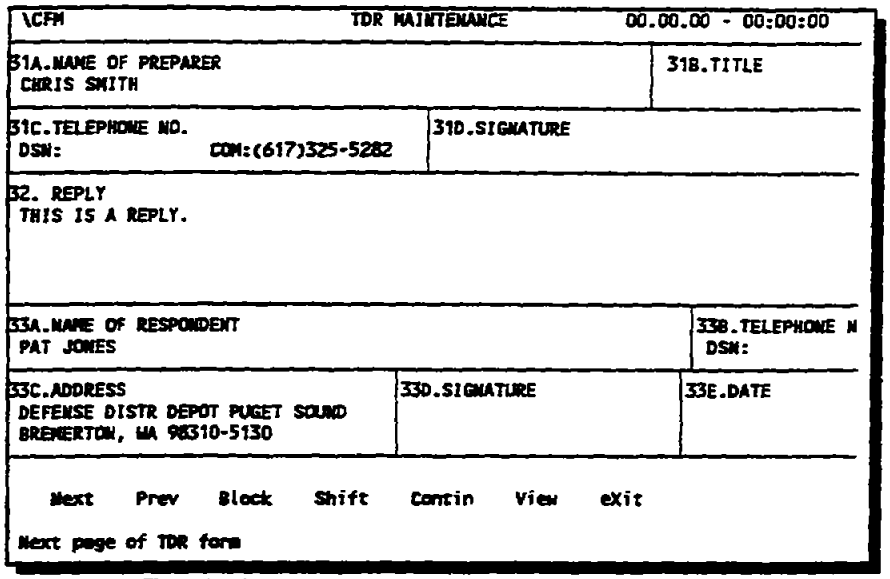


Figure 8. TDR Maintenance Screen.

After you have reviewed the TDR, press [X] to exit. You will then be presented with a list of Save Options (Figure 2-9).

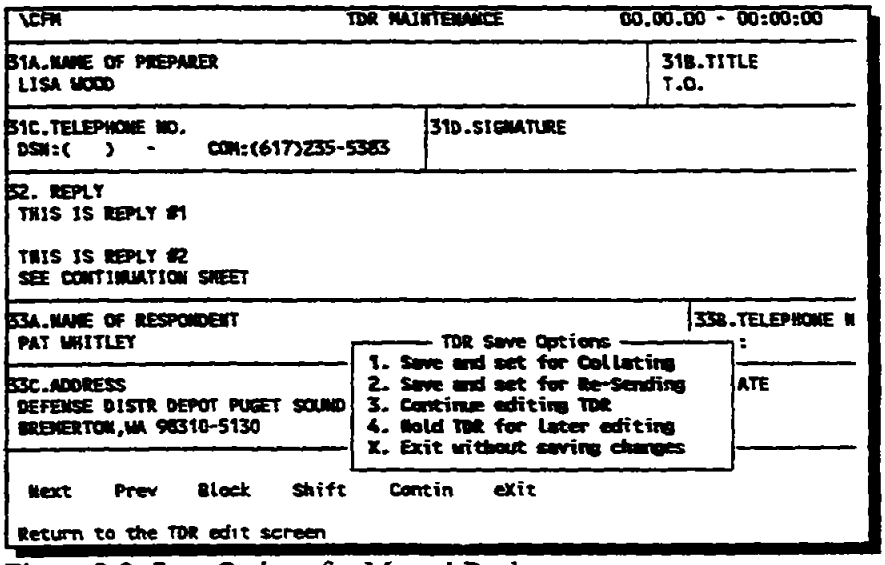


Figure 2-9. Save Options for Manual Reply.

Your choices are:

1 **Save and Set for Collating** — Saves the TDR data and sets the status code to the 4010 level, indicating that it is ready to be collated. The next step will be combining (collating) all replies onto a single copy of the TDR.

2 **Save and Set for Re-Sending** — Saves the TDR data, asks you if you would like to print the TDR, and leaves the status code at the 2210 level, which indicates that the you are waiting for a reply. This option is provided for cases in which you are unsatisfied with the reply, and you need to re-send the TDR to the recipient.

3. **Continue editing TDR** — This option returns you to the TDR editing process. *Note: The only blocks you will be able to edit at this point are blocks 32 and 33.*

4. **Hold TDR for later editing** — Saves the TDR data, but holds the status code at the 2200 level, indicating that it is not yet ready to be sent.

X. **Exit without saving changes** — Exits the TDR editing function *without saving your current changes.*

2.5.2 Collating TDRs

Press **C** from the **Transportation Discrepancy List**, then press **C** again from the **TDR Collation List** to begin the TDR collation process. The screen shown in Figure 2-10 will then be displayed.

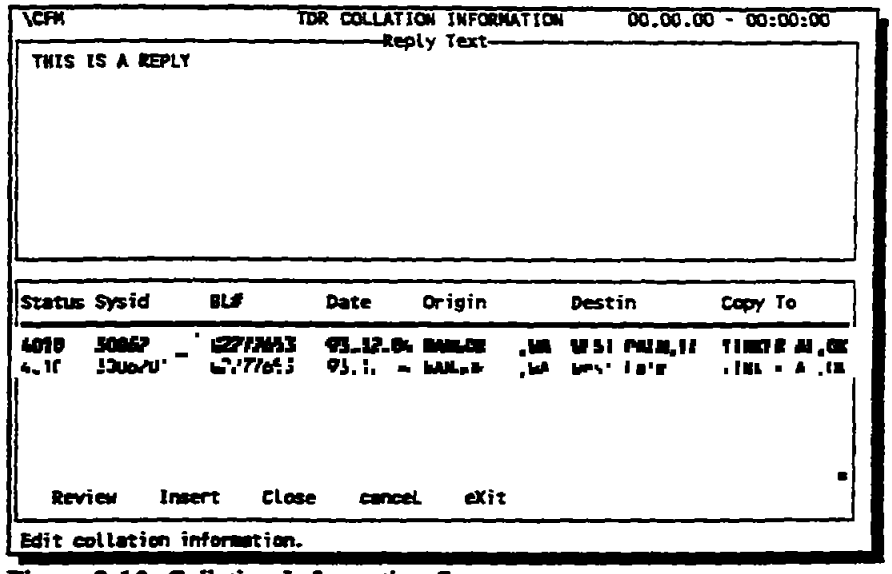


Figure 2-10. Collation Information Screen.

The top half of the screen displays the reply text for the highlighted copy of the TDR. The bottom half of the screen displays a list of all related copies of this TDR. As you highlight different TDRs on the bottom half of the screen, the associated reply text will be displayed on the top half of the screen.

2.5.2.1 Reviewing Collation Information

Press [R] from the **TDR Collation Information** screen to edit the "Part IIa General" form. This form will be displayed after executing this option (see below).

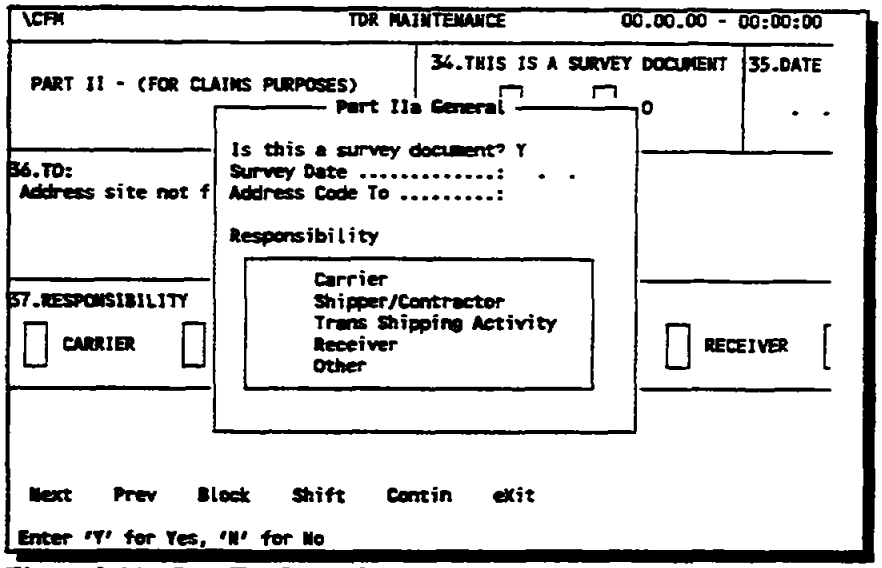


Figure 2-11. Part IIa General screen.

After entering the Part IIa General information, you are free to browse the TDR. Press [X] to exit the TDR screens when you have finished.

2.5.2.2 Inserting Replies onto the Collation Copy

To insert a reply onto the collation copy, highlight the TDR copy on the **TDR Collation Information** screen with the reply you would like to add to the collation copy, then press [I]. The system will automatically insert the reply shown on the top of the screen onto the collation copy of the TDR.

2.6 Printing a Transportation Discrepancy Report

To print a TDR, highlight the TDR you wish to print on the **Transportation Discrepancy List**, then press [P]. You will be prompted to make sure you want to print the TDR. Make sure your printer is online and that <Yes> is highlighted, then press [Enter].

2.7 Closing a TDR

To close a TDR, highlight the desired copy of the TDR and press [L]. If the TDR is not ready to be closed, you will see a message that indicates this.

2.8 Cancelling a TDR

Press [C] to cancel the highlighted TDR. The screen shown in Figure 2-12 will then be displayed.

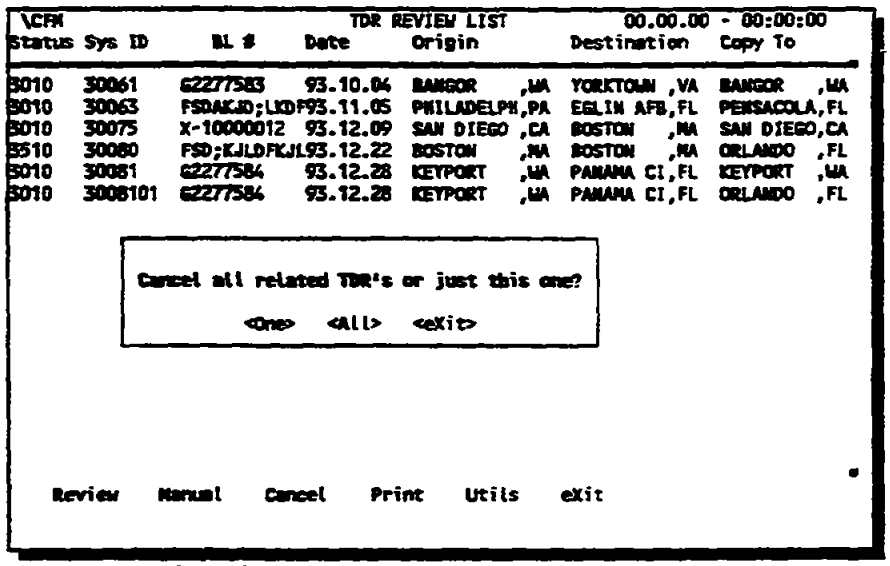


Figure 2-12. Cancelling a TDR.

You have the option of cancelling *just this TDR only*, or of cancelling all the related TDRs. If you choose to cancel all related TDRs, this cancels all copies made of this TDR along with it. Choose which ever option is appropriate, and the designated TDR(s) will then be cancelled.

3.0 Initial Notification and Miscellaneous Problems TDRs

This chapter explains the processing of initial notification and Miscellaneous Problem TDRs. These types of TDRs require less processing than the RFI TDRs covered in Chapter 2.

3.1 Types of TDRs

There are three types of TDRs: Request for Information (RFI), Initial Notification, and Miscellaneous Problems. This chapter covers Initial Notification and Miscellaneous Problems TDRs.

1) **Request For Information (RFI).** RFIs are the most common type of TDR and are the only type that require a response from the recipient. They are used to gather information about a shipment that has a discrepancy. Once an RFI is issued, the recipient *must* respond within 60 days.

2) **Initial Notification.** Initial Notifications are sent when the person who discovers the discrepancy is not the ultimate consignee. The person who sends the Initial Notification sends a copy only to the ultimate consignee of the shipment. It is then the ultimate consignee's responsibility to create an RFI and gather more information about the shipment, if necessary. No response is required from an Initial Notification.

3) **Miscellaneous Problems.** A Miscellaneous Problems TDR is used to report problems involved in the timely movement of freight, but will not result in a claim against a carrier. No response is required for this type of TDR. Miscellaneous Problems TDRs can be used by consignees to alert shippers to create a correction notice which reflects the actual amounts of freight shipped and received.

Within the CFM system, you can identify the type of TDR by consulting the status code. The third position in the status code of a TDR indicates which type it is:
1= RFI (Request for Information)
2= Initial Notification
3= Miscellaneous Problems

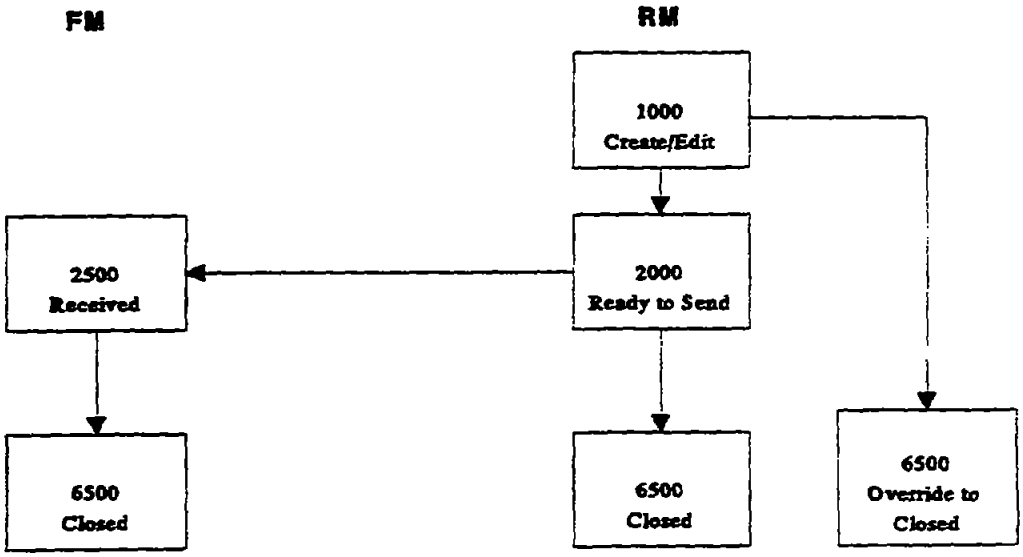
For example, a TDR with a status code of 2010 is an RFI. A status code of 2020 is an Initial Notification, and a status code of 2030 is a Miscellaneous Problem.

3.1.1 Processing Flow for Initial Notification and Miscellaneous Problems TDRs

The flowchart below outlines the processing flow for initial notification and miscellaneous problems TDRs. These types of TDRs do not require the complex processing flow that RFI TDRs require.

The TDR is created by the Receiving Module user, and if the recipient is a CFM user, then it is saved and sent electronically to the CFM Host. The recipient can then print it and/or close it out. If the recipient of the TDR is not a CFM user, the Receiving Module user creates it, then prints it and overrides to closed status. The printed TDR can then be mailed or faxed to the recipient, and may be archived from the system at any time.

Initial Notification and Miscellaneous Problems Status Codes



3.2 Originating the Transportation Discrepancy Report

There are two ways to create a TDR. TDRs can be created by entering the discrepancy data into CFM or they can be created directly from inbound Bill of Lading data.

Creating a TDR from an inbound bill of lading saves data entry of the key address and shipment unit data. See Section 3.2.2 for instructions on creating a TDR from an inbound bill of lading.

3.2.1 Entering TDR Data Yourself

Press [T] from the **Transportation Discrepancy List** screen, then [A] from the **TDR Edit List** to add a TDR. The **Address for TDR** form will be displayed (See Figure 3-1).

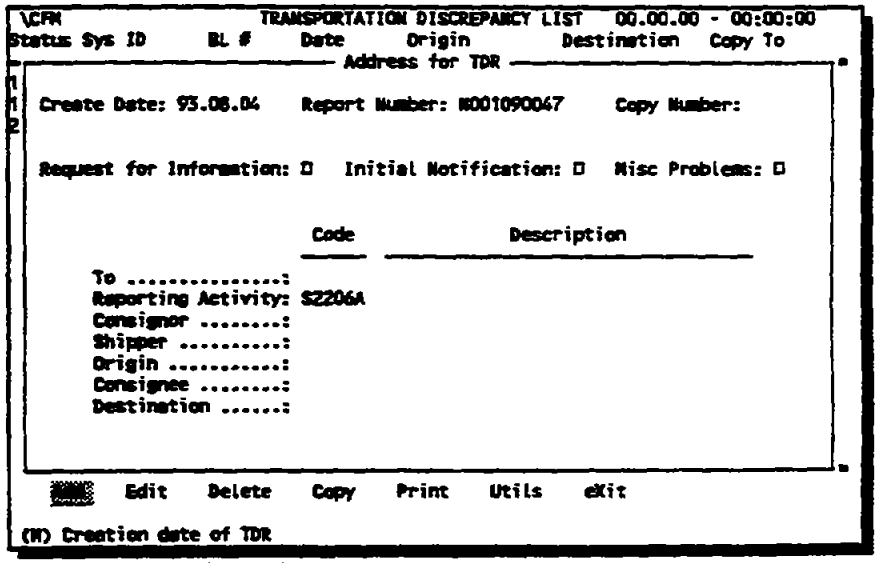


Figure 3-1. Adding a TDR.

Follow the steps below to originate a TDR.

Step	Action
1	The **Create Date** field will contain today's date. Either accept this date by pressing [Enter] or type the desired date in the YY.MM.DD format.
2	Place an **X** in the appropriate box for the type of TDR — either **Initial Notification** or **Misc Problems**. The space bar will toggle the **X** on and off — press it until you see the desired result.
3	Enter all appropriate addresses on the **Address for TDR** form (Figure 3-1). This data completes blocks 1-7, 9, and 11. Address pick lists are available from all address fields. (Press [*] to view pick list.)
4	After entering all addresses, the TDR Maintenance screen is displayed.
5	Press [B], then [8], then [Enter] to edit block 8. Press [A] to add a **Vehicle Information** record. Enter the carrier's SCAC, the vehicle number (if known), and notes (if desired). Press [Tab] when you have finished. Add any additional vehicle records required in the same way. Press [X] to exit when you have finished.
6	Press [B], then type **10** to edit blocks 10 and 12. Enter the Freight Bill and Bill of Lading numbers, pressing [Enter] after each entry.
7	Press [B], then type **13** to edit blocks 13-18. Enter all data on the **Shipment Dates** form. There is a pick list available for the **Mode Code** field (same mode codes as shipment requests).
8	Press [B], then type **19** to edit block 19. Place an **X** in the appropriate field to indicate whether seals were intact or broken. Enter seal number and description if desired. Press [Enter] between each entry.

3.2.1.1 Entering Discrepant Shipment Unit Data

You are now ready to enter the discrepant shipment unit data. This data will be placed in blocks 20-29 of the TDR. Follow the steps below to enter the discrepant shipment unit data. Any data fields that are *not* mandatory can be left blank (check the FYI line for an **(M)** notation, which indicates the data is mandatory).

Step	Action	Result
1	Press B, then type 20 to add discrepant shipment unit data.	The **TDR Shipment Units List** is displayed.
2	Press A from the **TDR Shipment Unit** screen to add a shipment unit.	The **Shipment Unit Detail** screen is displayed.
3	Enter the Transportation Control Number (TCN) for the discrepant shipment unit, then press Enter.	System accepts your entry and moves to the next field.
4	Enter the commodity code for the discrepant shipment unit, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
5	Enter the NSN (National Stock Number for the discrepant item, then press Enter.	System accepts your entry and moves to the next field.
6	Enter a description (if desired) of the discrepant item, then press Enter.	System accepts your entry and moves to the next field.
7	If there is a security risk associated with the discrepant item, enter the appropriate code here, then press Enter.	System accepts your entry and moves to the next field.
8	Enter the appropriation code for the discrepant item, then press Enter.	System accepts your entry and moves to the next field.
9	Enter the number of discrepant packages, then press Enter.	System accepts your entry and moves to the next field.

Step	Action	Result
10	Enter the package type (container code), then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
11	Enter the cause of the discrepancy, then press Enter. (A pick list is available by typing an asterisk.)	System accepts your entry and moves to the next field.
12	Enter the two-letter abbreviation of the type of unit under which the material was issued, then press Enter. See shipping document.	System accepts your entry and moves to the next field.
13	Enter the total number of units that were shown on the billing or shipping document, then press Enter.	System accepts your entry and moves to the next field.
14	Enter the number of units of issue that were found to have discrepancies, then press Enter.	System accepts your entry and moves to the next field.
15	Enter the total weight for the discrepant shipment unit, then press Enter.	System accepts your entry and moves to the Cost field.

<table>
<tr><th>Step</th><th colspan="2">Action</th><th>Result</th></tr>
<tr><td>16</td><td colspan="2">Use the table below to determine the data that should be entered in the Cost field.</td><td rowspan="5">System accepts your entry and saves your shipment unit. You are returned to the TDR Shipment Units List.</td></tr>
<tr><td></td><td>If the discrepant item was:</td><td>Then...</td></tr>
<tr><td></td><td>A Shortage</td><td>Enter the replacement value.</td></tr>
<tr><td></td><td>Over/Astray Freight</td><td>Enter the value of material when available.</td></tr>
<tr><td></td><td>Reparable Damage</td><td>Enter the total of the cost to repair plus the transportation costs to and from the repair shop.</td></tr>
<tr><td></td><td></td><td>Non-reparable Damage</td><td>Enter the total of preshipment value plus any other costs incurred to salvage the materials, minus amount recovered through salvage.</td></tr>
<tr><td>17</td><td colspan="2">If you need to enter additional discrepant shipment units, repeat steps 14. If not, go to step 16.</td><td>Shipment units are added, and you are returned to the TDR Shipment Units List.</td></tr>
<tr><td>18</td><td colspan="2">Press [X] to exit from the TDR Shipment Units List</td><td>You are returned to the TDR Maintenance screen. The shipment units you have entered will now be displayed.</td></tr>
</table>

3.2.1.2 Completing the TDR Entry

After you have finished entering the discrepant shipment units, you are ready to finish the initial TDR entry process. Follow the steps below to complete the TDR.

Step	Action	Result
1	Press B, type 30, then press Enter to add remarks. Type your remarks in this block. (Remarks should describe the purpose of sending the TDR.) Press Tab when you have finished.	The system enters your remarks into block 30 and returns you to the TDR Maintenance area.
2	Press B, type 31A, then press Enter to edit blocks 31A-C.	The **Preparer Information** box is displayed.
3	Type your name, title, and commercial and AUTOVON telephone numbers, pressing Enter after each entry.	The system enters the Preparer Information into blocks 31A-C and returns you to the TDR Maintenance area.
4	Press V to check your TDR for errors.	If errors are found, you must correct them by editing the block numbers indicated in the error message. Continue editing blocks until no errors are found. If no errors are found, you will be presented with a list of save options.

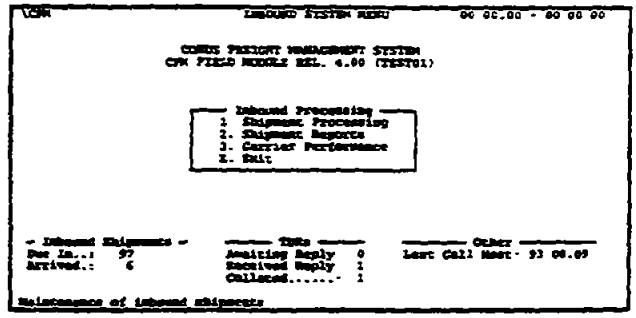
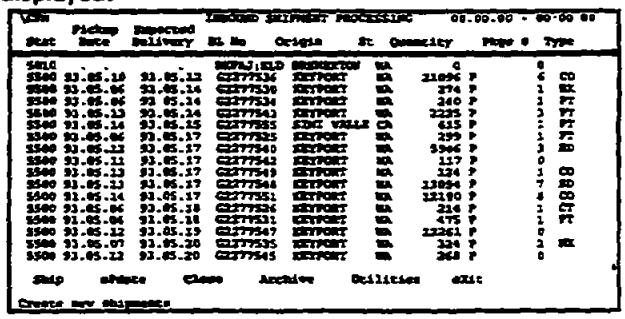
Step	Action		Result
5	**If you want to...**	**Then press...**	**Result**
	Save the TDR for sending to the CFM Host	1 (Save and Set for Sending)	TDR is saved, and status code becomes 2020 or 2030.
	Come back to this TDR later to add information or make changes	2 (Hold for Later Editing)	TDR is saved, and status code becomes 1020 or 1030.
	Close the TDR now, because you will be mailing or faxing it (it will not be sent to the CFM Host)	3 (Override to Closed)	You are asked if you would like to print the TDR now. If so, press Y. Then the TDR is saved and the status code jumps to 6520 or 6530, indicating that it is ready to archive.
	Continue to make changes to the TDR	4 (Continue Editing TDR)	You return to the TDR Maintenance area.
	Exit from the TDR, *without saving any of the information you just entered*	X (Exit without saving Changes)	No TDR data is saved.

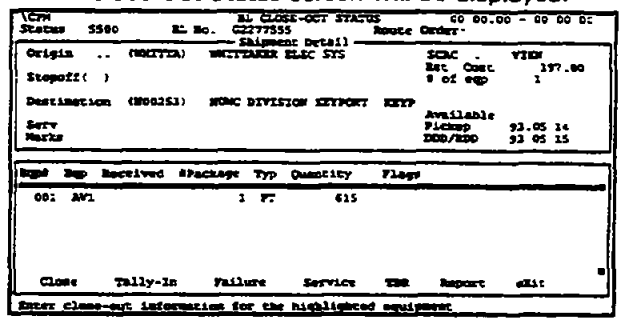
After exiting from the TDR Maintenance area, you will be returned to the **TDR Edit List**. Your TDR should appear on this list *unless you overrode it to the closed status*. In this case your TDR will appear on the **Transportation Discrepancy List**, which can be accessed by pressing X.

3.2.2 Creating a TDR from an Inbound Bill of Lading

TDRs can easily be created from inbound bills of lading. If you are a Field Module or Receiving Module site, and you need to create a TDR for a shipment that was sent to you, you can easily do this using the **Inbound Shipment Processing** function. You should already have a bill of lading record for this shipment, which would have been sent to you electronically via the CFM host by the shipper.

To create a TDR from an inbound BL, follow the steps below.

Step	Action	Result
1	From the Main Menu, press **2** from the main menu to access **Inbound Shipment Processing.**	The Inbound Shipment Processing submenu will then be displayed: 
2	Press **1** from this submenu to select **Shipment Processing.**	The Inbound Shipment Processing List will be displayed: 

Step	Action	Result
3	Highlight the shipment that you would like to use to create the TDR, and press C to close out the BL. *Note: You will not actually close the BL at this time.*	The BL Close Out Status screen will be displayed: 
4	Press T to execute the TDR menu option.	You are asked whether you want to create a TDR for this shipment.
5	Press Y to indicate yes.	You are asked whether you would like to retrieve tally-in and equipment information.
6	Press Y if you would like to retrieve this data for all shipment units. Press N if you do not want to retrieve all shipment unit data.	The data is retrieved if you answered "yes" or it is not retrieved if you answered "no". The first screen of the TDR is then displayed.
7	Press B to edit a block of the TDR. Type 30, then press Enter.	The **Remarks** screen is displayed. Enter all information necessary about this TDR into this screen. Press Tab when you have finished.
8	Press B again to edit a block of the TDR. Type 31A, then press Enter.	Type all information requested: your name and title, telephone numbers, etc. Press Enter after each entry.
9	If you need to enter shipment unit data (blocks 20–29), press B once again, and type 20, then press Enter	Press A to add shipment unit data or E to edit existing shipment unit data. Then enter all pertinent information. Press Enter after each entry.
10	Press V to check the TDR for errors.	If errors are found, you must correct them by editing the block numbers indicated in the error message. Continue editing blocks until no errors are found. If no errors are found, you will be presented with a list of save options.

<table>
<tr><th>Step</th><th colspan="2">Action</th><th>Result</th></tr>
<tr><td>11</td><td colspan="2">Press [X] to exit the TDR entry process.</td><td>If there are errors found on the TDR, you will see a message indicating which information is missing, and the associated block. Press [3] to continue editing TDR, and edit the appropriate blocks to complete the required information.

If there are no errors found, you will see a list of save options. Select the appropriate save option. (Usually [1] if you are processing electronically or manually and you haven't yet made copies of the TDR.)</td></tr>
<tr><td>12</td><td>If you want to...</td><td>Then press...</td><td>Result</td></tr>
<tr><td></td><td>Save the TDR for sending to the CFM Host</td><td>[1] (Save and Set for Sending)</td><td>TDR is saved, and status code becomes 2010.</td></tr>
<tr><td></td><td>Bypass the process of sending the TDR to the Host (you will be entering replies yourself because the recipient is not a CFM user)</td><td>[2] (Override to Sent)</td><td>TDR is saved, and you are asked whether you would like to print the TDR. After selecting an option, the status code becomes 2210.</td></tr>
<tr><td></td><td>Continue to make changes to the TDR</td><td>[3] (Continue Editing TDR)</td><td>You return to the TDR Maintenance area.</td></tr>
<tr><td></td><td>Come back to this TDR later to add information or make changes</td><td>[4] (Hold for Later Editing)</td><td>TDR is saved, and status code becomes 1010.</td></tr>
<tr><td></td><td>Exit from the TDR, without saving any of the information you just entered</td><td>[X] (Exit without saving Changes)</td><td>No TDR data is saved.</td></tr>
</table>

3.3 Editing a TDR

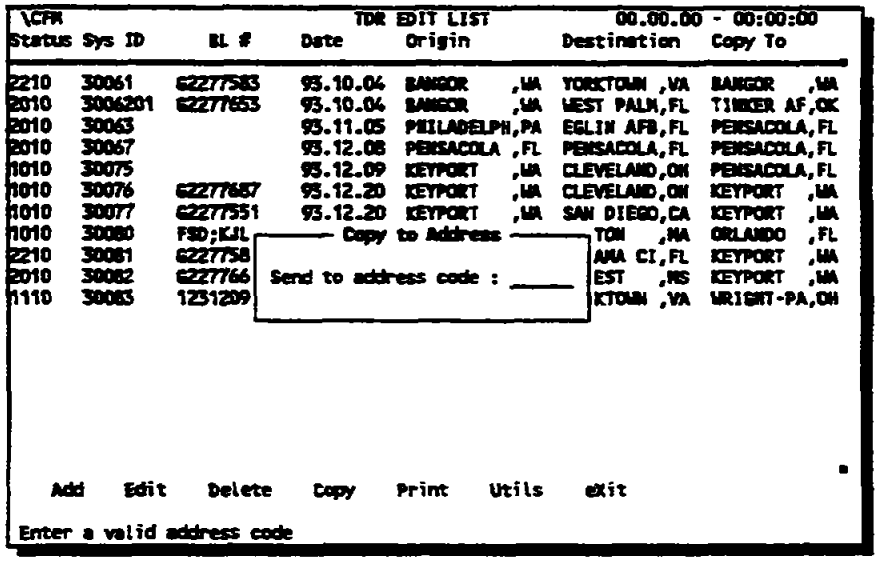
From the **Transportation Discrepancy List** screen, highlight the desired TDR and press [E] to edit. Then use the **Block** menu option (press [B], then type the block number) to edit particular blocks.

3.4 Deleting a Transportation Discrepancy Report

To delete a TDR, highlight the TDR you would like to delete on the **Transportation Discrepancy List**, then press [D]. You will be prompted to make sure you want to delete the TDR. Make sure <Yes> is highlighted, then press [Enter].

3.5 Copying a Transportation Discrepancy Report

To copy a TDR, highlight the TDR you wish to copy on the **Transportation Discrepancy List**, then press [C]. You will be prompted for the address code of the intended recipient (Figure 3-2). Enter the address code and press [Enter]. (If you do not know the address code, press [*] to access the pick list.) A copy will be made of the highlighted report, and 2 digits will be added to the System ID, beginning with "01".



3.6 Printing a Transportation Discrepancy Report

To print a TDR, highlight the TDR you wish to print on the **Transportation Discrepancy List**, then press [P]. You will be prompted to make sure you want to print the TDR. Make sure your printer is online and that <Yes> is highlighted, then press [Enter].

3.7 Sending a TDR to the Host

After you have completed blocks 1-31C and if you are processing your TDR electronically, and your recipient is also electronically connected via the CFM Host, you will be sending the TDR to the CFM Host. Highlight your TDR on the **Transportation Discrepancy List** and press [S] to send your TDR to the Host.

You will be asked if you would like to call the host system now. Press [Y] to call the host at this time.

3.8 Closing a TDR

To close a TDR, highlight the desired copy of the TDR on rhw **Transportation Discrepancy List** and press [L]. If the TDR is not ready to be closed, you will see a message that indicates this.

3.9 TDR Utilities

The Utilities option available on all TDR screens allows you to view history or errors for the highlighted TDR, search for a TDR, view status code descriptions, create a TDR report, or cancel a TDR.

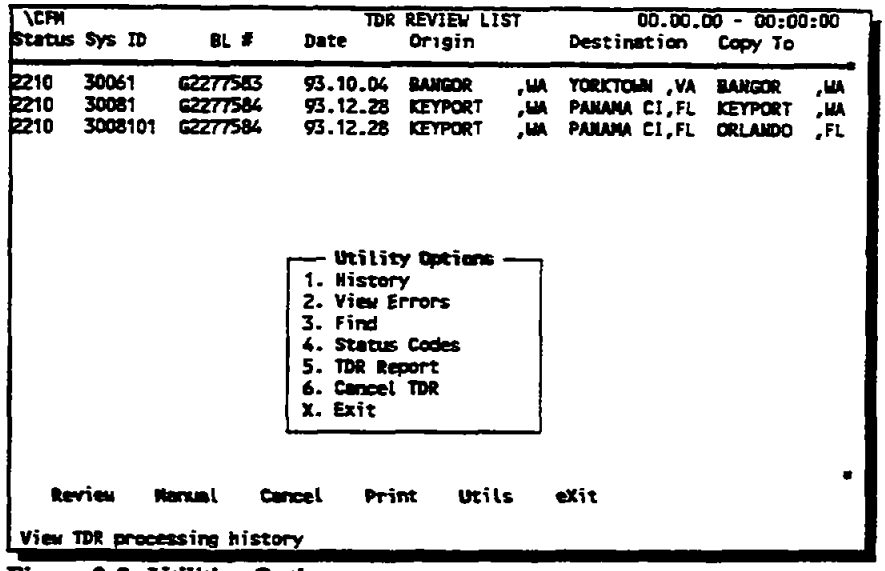


Figure 3-3. Utilities Options.

3.9.1 Utilities Options

The table below lists the Utilities options.

Screen Label	Description
1. History	Displays the processing history of the highlighted TDR.
2. View Errors	Shows errors present for the highlighted TDR.
3. Find	Searches for a particular TDR.
4. Status Codes	Displays a list of TDR status codes, with the highlighted TDR's status code first.
5. TDR Report	Creates a TDR Report.
6. TDR Line Report	Creates a TDR Report broken out by discrepant shipment units.
7. Cancel TDR	Cancels the highlighted TDR.
X. Exit	Returns to the previous screen.

3.9.2 Viewing Processing History of a TDR

Press [1] on the **Utility Options** menu to display the **TDR Processing History** screen. This screen allows you to view all the changes that have been made on the currently highlighted TDR. As a TDR is processed each change in status code is written to a file recording the change, the date and time, and the User ID of the person making the change.

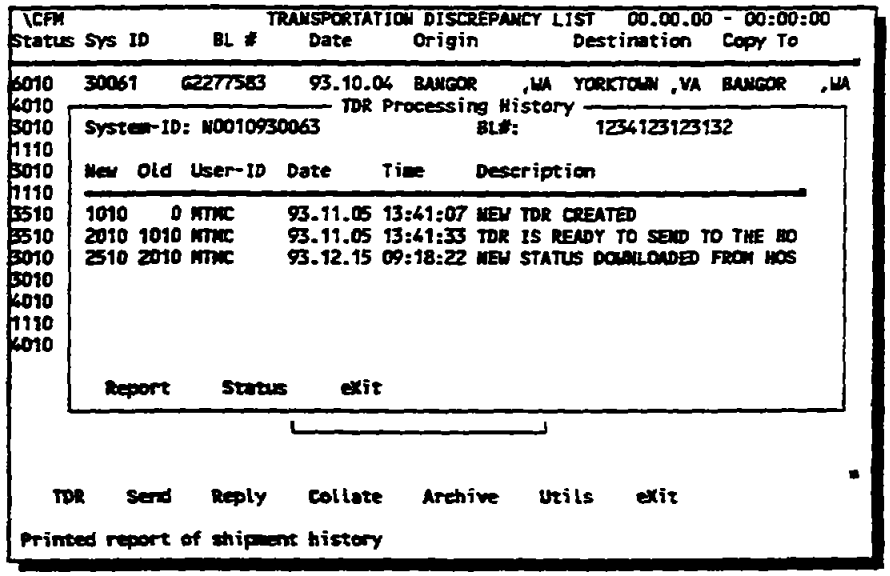


Figure 3-4. The TDR Processing History screen.

3.9.2.1 Columns Displayed

The following columns of data are displayed for each change in the status of the currently highlighted TDR.

Screen Label	Description
System-ID	The System-ID number for the currently highlighted TDR on the TDR list.
New	The status code after the change.
Old	The status code before the change.
User-ID	User-ID of the person making the change to the TDR.
Date	The date the change was made.

Screen Label	Description
Time	The time (24 hour military time) that the change was made.
Description	A short description of the change.

3.9.2.2 Menu Options

The following menu options are available on the **TDR Processing History** screen.

Option	Description
Report	Generate a report of the processing for this TDR. The report can be viewed, printed, or both.
Status	Display a list of status codes and their description.
Exit	Return to the current TDR list screen.

3.9.3 Viewing Errors in TDR Data

Press 2 on the **Utility Options** menu to view any errors the system has found in the TDR data. If no errors are found, a message that indicates this will be displayed.

3.9.4 Using the Find Function

Press [3] on the **Utilities Options** menu to access the Find function. It is designed to allow you to select and sort the TDRs according to criteria you define.

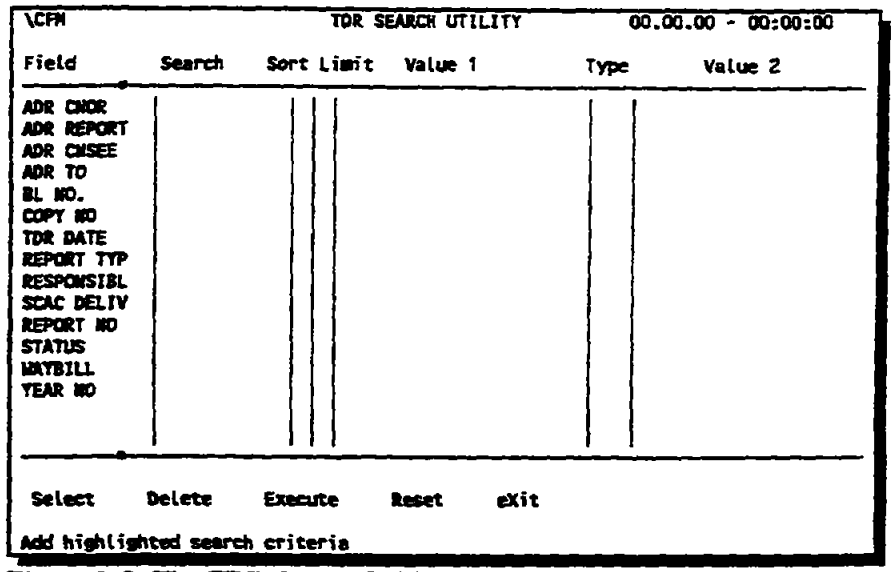


Figure 3-5. The TDR Search Utility Screen.

3.9.4.1 Columns Displayed

Screen Label	Description
Field	This column represents fields found in the TDR database on which to search and sort the list. The field can be selected by using the arrow keys to highlight the field name and pressing [S] for "Select".
Search	This column represents search and sort fields that you have chosen. The system will execute the search and sort program in the order the criteria have been entered.
Sort	This column indicates whether you wish to sort the resulting TDR list by the Search Field on this line.
Limit	This column indicates whether to limit the resulting TDR list to the TDRs that have met this criterion.

Screen Label	Description
Value 1	This column contains the first limitation on the database for the selected field.
Type	This column describes the type of limitation on the selected field. The options indicate that the selected database field must be: = equal to Value 1 >= greater than or equal to Value 1 <= less than or equal to Value 1 > greater than Value 1 < less than Value 1 <-> outside the range of Value 1 and Value 2 >-< between the range of Value 1 and Value 2 $ contains Value 1 (case sensitive) **$N** contains Value 1 (non case sensitive)
Value 2	This columns describes the second limitation on the TDR unit database for the selected field. It is only entered when the Type column specifies a range of values are needed.

3.9.4.2 Menu Options

The following menu options are available on the **TDR Search Utility** screen.

Option	Description
Select	Chooses the highlighted database field in the **Field** column as a search and sort criteria. It will add the field to the **Search** column or allow the **Search** to be edited if already a part of the criteria. The system prompts you to fill in the rest of the columns for the selected field.
Delete	Removes the highlighted database field from the search and sort criteria. If it is not selected as a criteria, no action is taken.
Execute	Performs the search and sort on the TDR database and redraws the list.
Reset	Resets the search criteria and restores the complete TDR list.
Exit	Returns to the TDR list without performing a search, but saves the search criteria.

3.9.4.3 Performing a Search

To execute a search and sort of the TDR list, perform the following steps:

Step	Action	Result
1	In the **Field** column, use the arrow keys to highlight the data element on which to perform a sort or search.	The data element is highlighted.
2	Press S to select that field as one of the criteria.	The system displays the data element in the **Search** column.
Note: The system will perform the search and sort based on the data elements in the order they are listed in the **Search** column.		
3	In the **Sort** column for the new data element, enter Y to indicate that the TDR list should be sorted on this data element. If no sort is desired, enter N. All sorts are in ascending order, that is, lowest value to highest value.	System accepts your entry and moves to the next field.
4	In the **Limit** column for the new data element, enter Y to indicate that the TDR list should be limited to TDRs that contain a specific value or range of values for this data element. If no limit is desired, enter N.	System accepts your entry and moves to the next field.
5	In the **Value 1** column, enter the first value for the new data element that the TDR must match.	System accepts your entry and moves to the next field.

Step	Action	Result
6	In the Type column, enter the relationship between Value 1 and the data element found in the TDR. The data element relationship must be one of the following boolean operators: = equal Value 1 >= greater than or equal to Value 1 <= less than or equal to Value 1 > greater than Value 1 < less than Value 1 <-> outside the range of Value 1 and Value 2 >-< between the range of Value 1 and Value 2 (inclusive) $ contains Value 1 (case sensitive) $N contains Value 1 (non case sensitive)	System accepts your entry and moves to the next field.
7	If the relationship entered in the Type column is a range of values, enter the second value for the new data element in the Value 2 column. Otherwise, press Enter to move to the next field.	System accepts your entry and moves to the next field.
8	Repeat the process until all criteria for the search and sort have been placed in the Search column, in the order they are to be processed.	System accepts your entries and moves to the next field each time.
9	Press E to execute the search and sort of the TDR list.	The TDR list is displayed in sorted order, displaying only those TDRs that match the limits.
10	To return to the regular unsorted TDR list, bring up the TDR Search Utility screen and press R to reset the list.	The TDR list is returned to its former state.

3.9.5 Status Code Descriptions

Press [6] on the **Utility Options** menu to view the **Status Codes Descriptions** screen. This screen lists all status codes recognized by the system with a short description of the meaning of the code. The list starts with the status code matching the status code of the currently highlighted TDR on the list. You can scroll through the list and view any level status code. Press [X] to return to the TDR list.

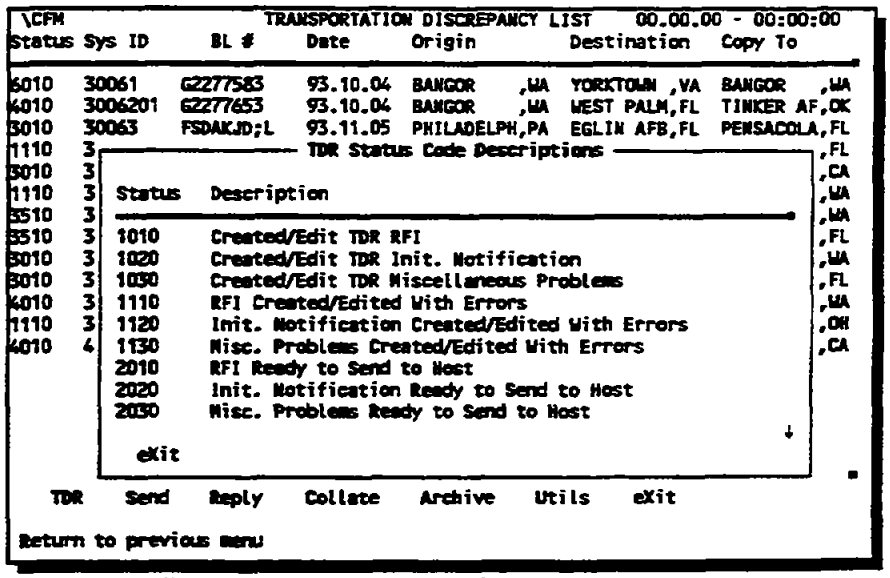


Figure 3-6. The Status Codes Descriptions screen.

3.9.6 Creating a TDR Report

Press [5] to create a TDR summary report. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.

Select [2] to send the report to the printer.

Select [3] to view it on your screen, and send a copy to the printer.

Select [X] to exit.

3.9.7 Creating a TDR Shipment Unit Report

Press [6] to create a TDR shipment unit report. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.
Select [2] to send the report to the printer.
Select [3] to view it on your screen, and send a copy to the printer.
Select [X] to exit.

3.9.8 Cancelling a TDR

Press [7] to cancel the highlighted TDR. You will be asked to confirm the cancellation. Highlight <Yes> to continue with the cancellation or highlight <No> to abandon the cancellation.

4.0 TDR Reference — Screen and Menu Descriptions

4.1 The Transportation Discrepancy List

Press [3] from the Main Menu to select the **Discrepancy Reports** option. The screen shown in Figure 4-1 will be displayed. The Transportation Discrepancy List screen displays all TDRs currently in the system.

```
\CFN                    TRANSPORTATION DISCREPANCY LIST   00.00.00 - 00:00:00
Status Sys ID      BL #      Date      Origin          Destination     Copy To
4510   30032               93.10.11  PENSACOLA ,FL   PENSACOLA,FL    PENSACOLA,FL
6010   3003201             93.10.11  PENSACOLA ,FL   PENSACOLA,FL    LONG ISLA,NY
4010   30033               93.07.21  RANDOLPH A,TX   YORKTOWN ,VA    RANDOLPH ,TX
3010   30034               93.07.21  YORKTOWN  ,VA   YORKTOWN ,VA    RANDOLPH ,TX
1010   30035               93.07.27  RANDOLPH A,TX   YORKTOWN ,VA    RANDOLPH ,TX
1010   30036               93.07.27  OFFUTT AFB,NE   YORKTOWN ,VA    OFFUTT AF,NE
2010   30041   G1965126    93.08.02  KINGS BAY ,GA   CRANE    ,IN    KINGS BAY,GA
2210   30042   G1965125    93.07.30  KINGS BAY ,GA                   KINGS BAY,GA
4510   30044   BLG         93.07.29  PENSACOLA ,FL   YORKTOWN ,VA    RANDOLPH ,TX
6010   3004401 BLG         93.07.29  PENSACOLA ,FL   YORKTOWN ,VA    SOUTHWEST,ME
4510   3004402 BLG         93.07.29  PENSACOLA ,FL   YORKTOWN ,VA    RANDOLPH ,TX
2210   30045   G1965127    93.07.29                                  KINGS BAY,GA
4010   30046               93.07.30  RANDOLPH A,TX   YORKTOWN ,VA    RANDOLPH ,TX

   TDR    Send    Reply    Collate    cLose    Archive    Utils    eXit

(1000 - 2000's) Add / Edit / Delete TDRs
```

Figure 4-1. Discrepancy Report List screen.

4.1.1 Columns Displayed

The following columns of information are displayed for each TDR.

Screen Label	Description
Status	The status code representing the processing status of the TDR. A list of the status codes and their definitions is available through the Utils function on the TDR List screen.
Sys ID	The System Identification number assigned to the TDR.

Screen Label	Description
BL #	The GBL or CBL number assigned to the discrepant shipment.
Date	The date the report was created.
Origin	The origin point for the discrepant shipment.
Destination	The destination point for the discrepant shipment.
Copy To	The address to which a copy of the TDR will be sent.

4.1.2 Menu Options

The following table describes the menu options on the Transportation Discrepancy List screen.

Option	Description
TDR	Accesses options to add, edit, copy, or delete a TDR.
Send	Sends the highlighted TDR to the Host.
Reply	Displays a screen from which you can reply to all TDRs awaiting reply.
Collate	Manually enter a TDR reply, review a TDR, or combine (or collates) multiple replies to the highlighted TDR into one single copy of the TDR.
Close	Close out a TDR package to ready it for archiving.
Archive	Archives the highlighted TDR to a diskette and removes it from the system. Not currently available.
Send	Sends the highlighted TDR to the Host.
Utils	Displays a list of TDR utility options.
eXit	Returns to the main menu.

4.2 TDR Functions

To access TDR functions (add, edit, copy, delete, etc.) press [T] from the **Transportation Discrepancy List**. The **TDR Edit List** screen, shown below, will then be displayed. This screen displays only the TDRs that are in the initial stages of creation (status codes in the 1000s and 2000s).

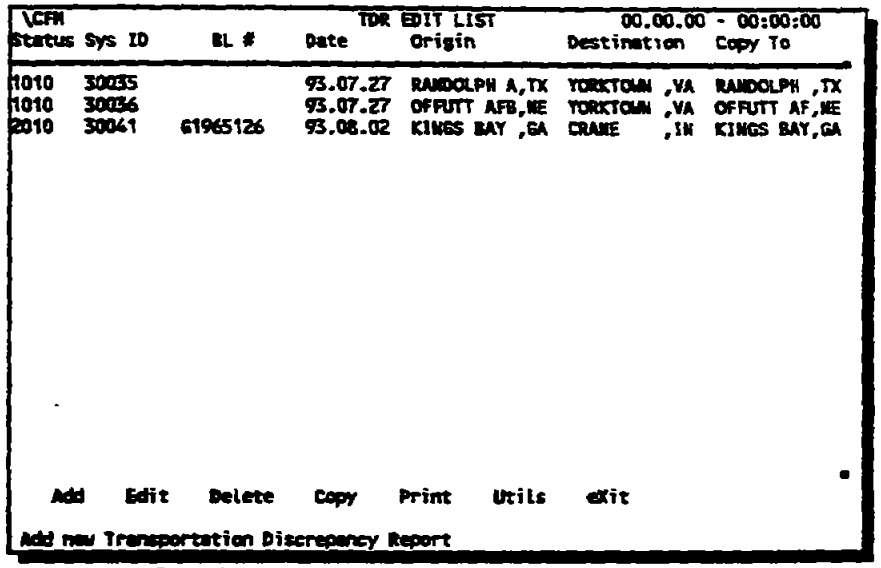


Figure 4-2. The TDR Edit List Screen.

4.2.1 Columns Displayed

The following columns of information are displayed for each TDR.

Screen Label	Description
Status	The status code representing the processing status of the TDR. A list of the status codes and their definitions is available through the **Utils** function on the TDR List screen.
Sys ID	The System Identification number assigned to the TDR.
BL #	The GBL or CBL number assigned to the discrepant shipment.
Date	The date the report was created.
Origin	The origin point for the discrepant shipment.

Screen Label	Description
Destination	The destination point for the discrepant shipment.
Copy To	The address to which a copy of the TDR will be sent.

4.2.2 Menu Options

The following table describes the menu options on the TDR Edit List screen.

Option	Description
Add	Adds a new TDR.
Edit	Displays the highlighted TDR in edit mode.
Delete	Deletes the highlighted TDR.
Copy	Copies the highlighted TDR.
Print	Prints the highlighted TDR.
Utils	Accesses a menu of utilities including: TDR history, error display, status code display, reports, and cancelling TDRs.
Exit	Returns to the Transportation Discrepancy List screen.

4.2.3 Adding a Transportation Discrepancy Report

Press [A] from the Transportation Discrepancy List screen to add a TDR. The **Address for TDR** form will be displayed (See Figure 4-3).

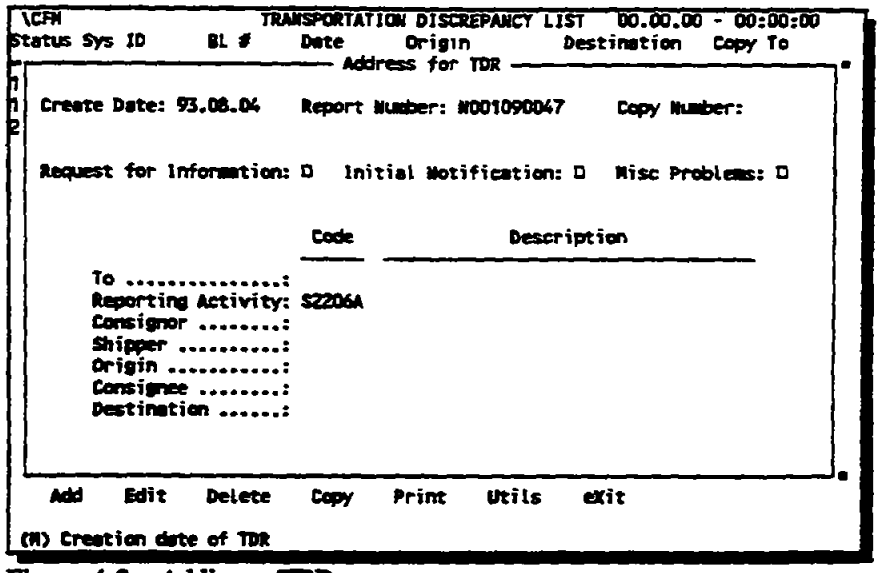


Figure 4-3. Adding a TDR.

Follow the steps below to complete a TDR. (For more information, see Sections 4.2.4 -4.2.13)

Step	Action
1	Enter all data on the **Address for TDR** form (Figure 4-3). This data completes blocks 1-7, 9, and 11. Address pick lists are available from all address fields.
2	Press [B], then [8] to edit block 8. Press [A] to add a **Vehicle Information** record. Enter the carrier's SCAC, the vehicle number (if known), and notes (if desired). Press [Tab] when you have finished. Add any additional vehicle records required in the same way. Press [X] to exit when you have finished.
3	Press [B], then type **10** to edit blocks 10 and 12. Enter the Freight Bill and Bill of Lading numbers.
4	Press [B], then type **13** to edit blocks 13-18. Enter all data on the Shipment Dates form.

Step	Action
5	Press B, then type 19 to edit block 19. Enter seal information and description.
6	Press B, then type 20 to edit blocks 20-29. Press A from the **TDR Shipment Unit** screen to add a shipment unit. Enter all data on the **TDR Shipment Unit Detail** screen. Add any additional records in the same way. Press X to exit when you have finished.
7	Press B, then type 30 to add remarks. This block is to request information needed in investigation of discrepancies and to confirm notification to the carrier. Press Tab when you have finished.
8	Press B, then type 31A to edit blocks 31A-C. Enter preparer information in the fields supplied.

When you have finished entering all the data in the table above, press X to exit. You will be presented with a list of choices:

1. **Save and set for sending** — Saves the TDR data and sets the status code to the 2000 level, indicating that it is ready to be sent to the host. The host will route the shipment to the recipient.
2. **Override to sent** — Saves the TDR data and sets the status code to the 2200 level, which indicates that it has already been sent. This option is used if you will be processing the TDR manually.
3. **Continue editing TDR** — This option returns you to the TDR editing process.
4. **Hold TDR for later editing** — Saves the TDR data, but sets the status code at the 1000 level, indicating that it is not yet ready to be sent.

X. **Exit without saving changes** — Exits the TDR editing function *without saving your current changes.*

If you are processing the TDR electronically and you are ready to send it to the host, select 3. If you are processing the TDR manually, and you are ready to fax or mail it to the recipient(s), select 4 to proceed with the processing.

4.2.3.1 Menu Options Available on All TDR Screens

Throughout the Add process, and after accessing the Edit function, the ring menu options listed in the table below are available. These options are available on **all ten** screens of the TDR.

Option	Description
Next	Moves to the next screen of the TDR form.
Prev	Moves to the previous screen of the TDR form.
Block	Prompts for the block number on the TDR form that you wish to edit. There is a pick list of valid TDR Blocks available if partial or unknown block numbers are entered. The system will move to the TDR form screen containing the desired block and display the appropriate screen for changing the data in that block. On leaving the edit window for that block, the system automatically reformats the TDR so you can view the effect of the changes. The system will not allow access to a block unless the status code indicates that it is ready to be edited. See the sections below for more detailed information on editing the individual blocks.
Shift	Shifts the screen display left or right to view the complete form. The screen shifts back and forth as you press [S] for "Shift".
Contin	View the formatted TDR Continuation Sheet by pressing [C] for "Contin". You can scroll back and forth through the formatted Continuation Sheet, then return to the original Continuation Sheet.
Exit	Exits the TDR form and returns to the **Transportation Discrepancy List** screen.

4.2.3.2 Moving through the TDR Screens

Use the [N] and [P] keys to move to the next screen and the previous screen of the TDR, respectively.

4.2.3.3 Editing a Block of the TDR

To edit a block on the TDR, press [B] to access the **Block** menu option. You will be prompted for the block to edit. Enter the block number that you wish to edit, and press [Enter]. There is a pick list of valid TDR Blocks available if partial or unknown block numbers are

entered. The system will display the appropriate screen from which you may correct the selected block. The screen varies, depending on which information you wish to edit. On leaving the edit window for that block, the system automatically reformats the TDR so you can view the effect of the changes.

4.2.4 Screen 1 of the TDR

Screen 1 of the TDR is the first screen displayed when you choose to edit the TDR. Blocks 1-6 are displayed on screen 1.

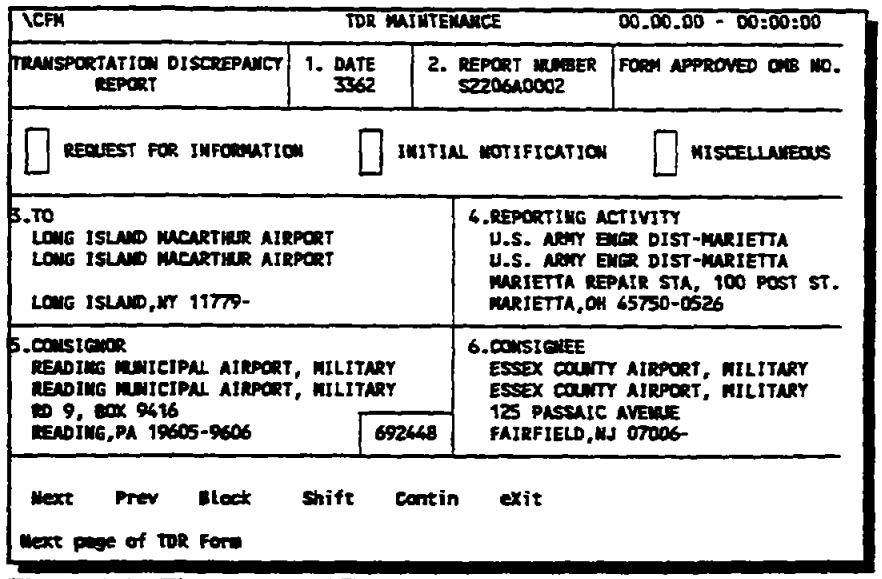


Figure 4-4. First screen of TDR.

The table below lists the TDR blocks displayed on Screen 1 of the TDR form. The table also lists the screen displayed when you choose to edit this block.

TDR Block and Contents	Screen Displayed to Edit	How to Edit
1. Date	TDR Address screen (See Figure 4-5).	Type date in the Create Date field (YY.MM.DD). *Note: Date is displayed in Julian format (last digit of the year + day of the year) Example: January 13, 1994 = 4013.*
2. Report Number	You cannot edit this block. (System Generated)	N/A

TDR Block and Contents	Screen Displayed to Edit	How to Edit
Form Request Check Boxes **3. To** **4. Reporting activity** **5. Consignor** **6. Consignee**	TDR Address screen (See Figure 4-5).	Enter appropriate data in each field. Press Enter when you have completed the screen.

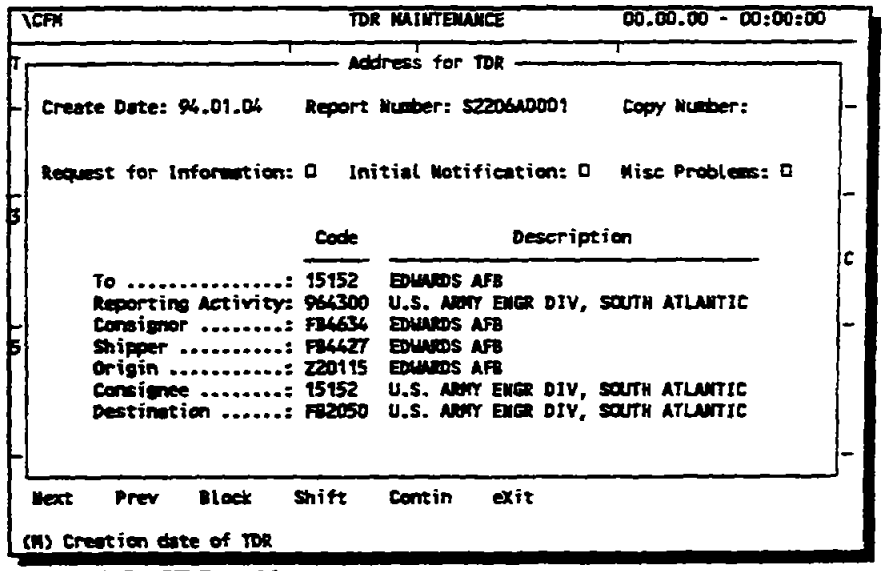
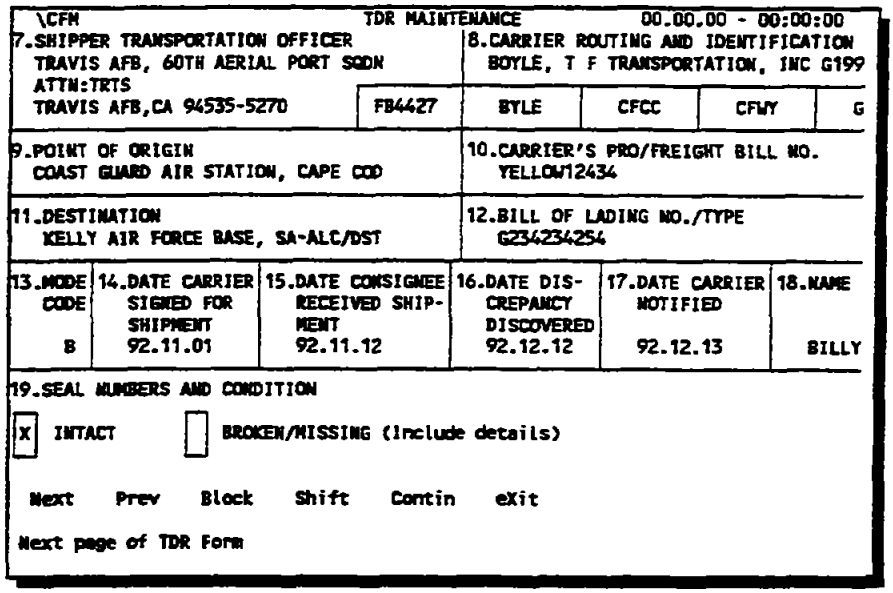


Figure 4-5. TDR Address screen.

4.2.5 Screen 2 of the TDR



```
\CFM                              TDR MAINTENANCE                  00.00.00 - 00:00:00
7.SHIPPER TRANSPORTATION OFFICER                  8.CARRIER ROUTING AND IDENTIFICATION
  TRAVIS AFB, 60TH AERIAL PORT SQDN                 BOYLE, T F TRANSPORTATION, INC G199
  ATTN:TRTS
  TRAVIS AFB,CA 94535-5270          FB4427        BYLE      CFCC      CFWY      G

9.POINT OF ORIGIN                                 10.CARRIER'S PRO/FREIGHT BILL NO.
  COAST GUARD AIR STATION, CAPE COD                 YELLOW12434

11.DESTINATION                                    12.BILL OF LADING NO./TYPE
   KELLY AIR FORCE BASE, SA-ALC/DST                 G234234254

13.MODE CODE | 14.DATE CARRIER SIGNED FOR SHIPMENT | 15.DATE CONSIGNEE RECEIVED SHIPMENT | 16.DATE DISCREPANCY DISCOVERED | 17.DATE CARRIER NOTIFIED | 18.NAME
        B    |          92.11.01                  |          92.11.12                    |          92.12.12            |          92.12.13        |  BILLY

19.SEAL NUMBERS AND CONDITION

[X] INTACT        [ ] BROKEN/MISSING (Include details)

 Next    Prev    Block    Shift    Contin    eXit

Next page of TDR Form
```

Figure 4-6. Second Screen of the TDR.

Screen 2 of the TDR contains Blocks 7-19. The table also lists the screen displayed when you choose to edit this block.

TDR Block and Contents	Screen Displayed to Edit	How to Edit
7. Shipper	TDR Address screen (See Figure 4-5).	Enter appropriate data in each field. Press Enter when you have completed the screen.
8. Carrier Routing	Equipment Provided List screen and Vehicle Information screen (See Figure 4-7).	Press A to add equipment, then enter pertinent details.
9. Point of Origin	TDR Address screen (See Figure 4-5).	Enter appropriate data in each field. Press Enter when you have completed the screen.

TDR Block and Contents	Screen Displayed to Edit	How to Edit
10. Freight Bill Number	Shipment Numbers window containing Freight Bill Number and BL Number fields.	Enter the Freight Bill number and press Enter.
11. Destination	TDR Address screen (See Figure 4-5).	Enter appropriate data in each field. Press Enter when you have completed the screen.
12. BL Number	Shipment Numbers window containing Freight Bill Number and BL Number fields.	Enter the Bill of Lading number and press Enter.
13. Mode Code **14. Date Carrier Signed** **15. Date Consignee Received** **16. Date Discrepancy Discovered** **17. Date Carrier Notified** **18. Name of Contact**	Shipment Dates window (See Figure 4-8).	Enter appropriate data in each field. Press Enter when you have completed the screen.
19. Seal Information	Small pop-up window containing seal information.	Place an X in the appropriate field to indicate whether seals were intact or broken. Enter seal number and details, if desired.

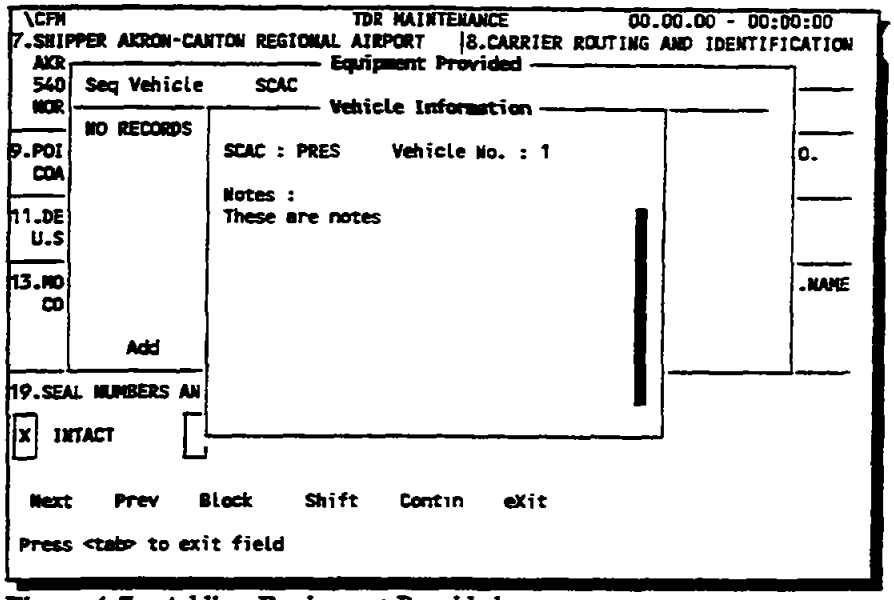


Figure 4-7. Adding Equipment Provided.

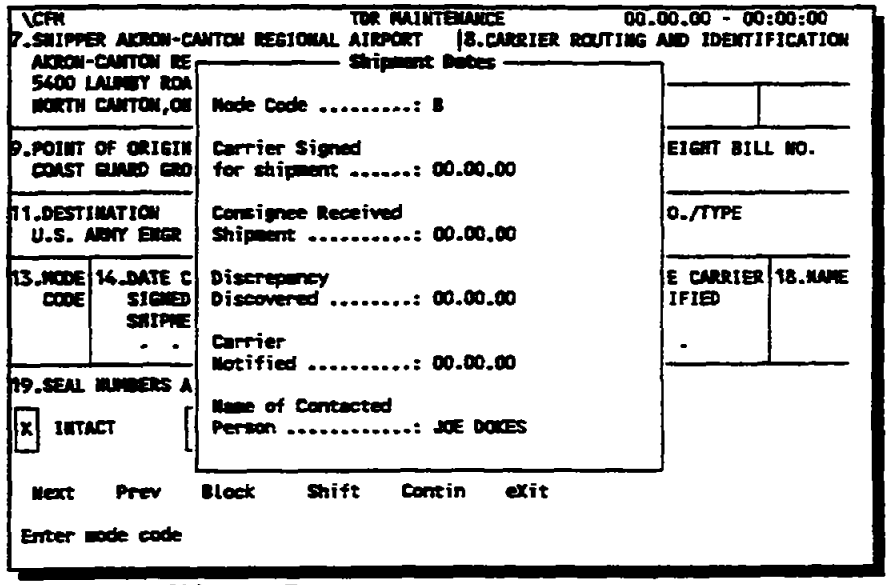


Figure 4-8. Shipment Dates screen.

4.2.6 Screen 3 of the TDR

Screen 3 of the TDR contains the shipment unit data for the discrepant freight. Enter shipment unit data (blocks 20-29) for each discrepant item.

\CFM TDR MAINTENANCE 00.00.00 - 00:00:00

ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO. 20	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 21	TYPE OF PACK 22	QUANTITY DIS-CREPANT (PIECES) 23	TYPE AND CAUSE CODE 24	UNIT OF ISSUE 25	ISSUE UNITS BILLED/ SHIPPED 26
TCN1	999912	BX	12	BS	TT	120
	3242-42-342-4234-2343					
TCN2	999913	BX	12	ME	IS	100
	2345-56-463-4523-5253					
TCN3	122520	BX	7	CC	IS	700
TCN4	999989	BX	9	EE	IS	200
	2342-34-242-3423-4324					

Next Prev Block Shift Contin eXit

Next page of TDR Form

Figure 4-9. Third screen of the TDR.

Screen 3 of the TDR contains blocks 20-29.

TDR Block	Screen Displayed to Edit	How to Edit
20. TCN 21. Commodity /NSN 22. Type Pkg. 23. Discrepant Pieces 24. Cause Code 25. Issue 26. Shipped 27 Discrepant Units 28. Discrepant Weight 29. Cost	TDR Shipment Unit List screen and Shipment Unit Detail screen (See Figure 4-10).	From the TDR Shipment Units List screen, press A to add a TDR Shipment Unit. Enter all the information requested on the screen.

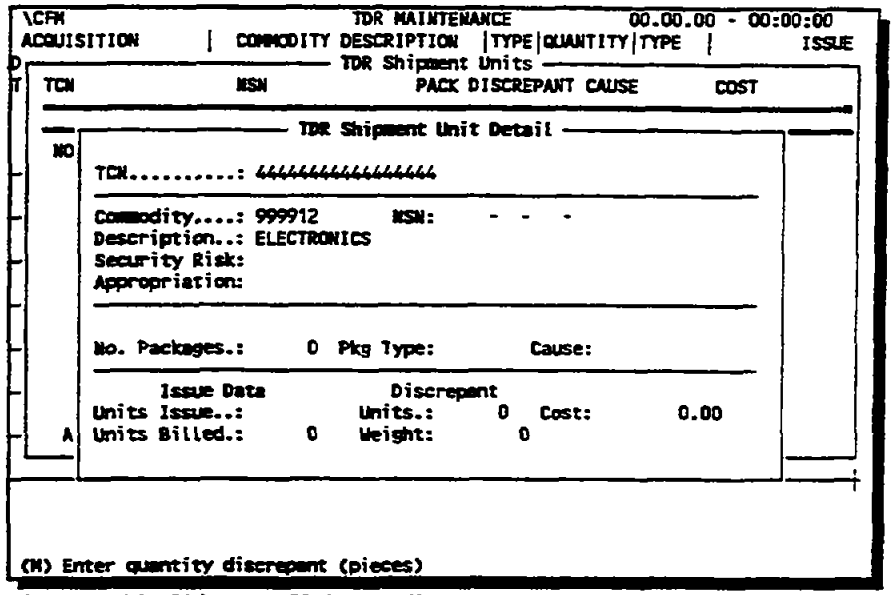


Figure 4-10. Shipment Unit Detail screen.

If you need help completing this screen, consult the table below.

Screen Label	Description
TCN	Enter the Transportation Control Number for the discrepant item.
Commodity	Enter the commodity code for the discrepant item. (A pick list is available by typing an asterisk.)
NSN	Enter the National Stock Number for the discrepant item.
Description	Enter a text description (if desired) of the freight.
Security Risk	If the discrepant item has a security risk associated with it, enter the security risk code here. (A pick list is available by typing an asterisk.)
Appropriation	Enter the appropriation code for the discrepant item.
No. Packages	Enter the number of discrepant packages. (A pick list is available by typing an asterisk.)
Pkg Type	Enter the package type (container code). (A pick list is available by typing an asterisk.)

Screen Label	Description
Cause	Enter the cause of the discrepancy. (A pick list is available by typing an asterisk.)
Units Issue	Enter the two-letter abbreviation of the type of unit under which the material was issued. See shipping document.
Units Billed	Enter the total number of units that were shown on the billing or shipping document.
Discrepant Units	Enter the number of units of issue that were found to have discrepancies.
Discrepant Weight	Show the total weight for each discrepant line entry in block 23.
Cost	For shortages, enter the replacement value. For over/astray freight, enter the value of material when available. For reparable damage, enter the total of the cost to repair plus the transportation costs to and from the repair ship. For non-reparable damage, use the total of preshipment value plus any other costs incurred to salvage the materials, minus amount recovered through salvage.

4.2.7 Screen 4 of the TDR

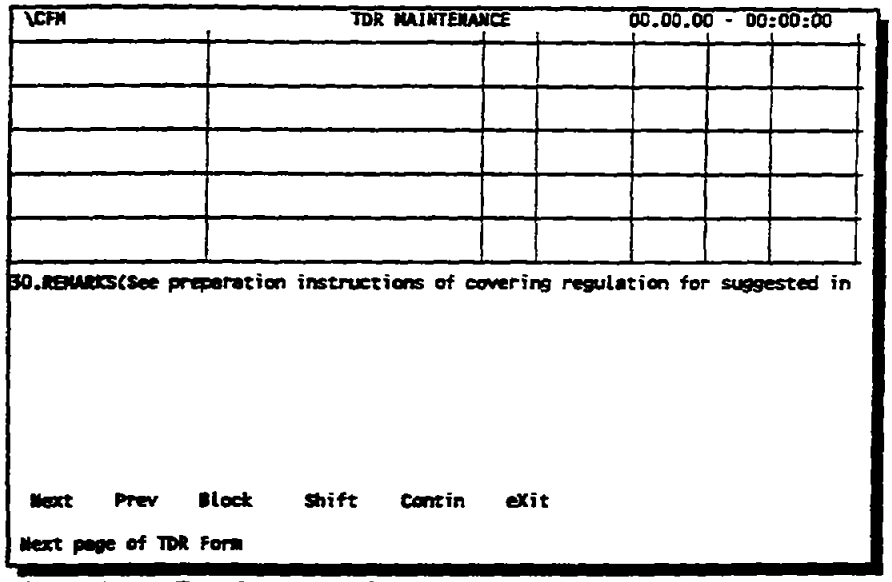


Figure 4-11. Fourth screen of the TDR.

Screen 4 of the TDR form contains block 30 of the TDR:

TDR Block and Description	Screen Displayed to Edit	How to Edit
30. Remarks	Remarks screen (See Figure 4-12).	Type any questions or explanations regarding information about the discrepancy. Press Tab to exit and save your work when you have finished.

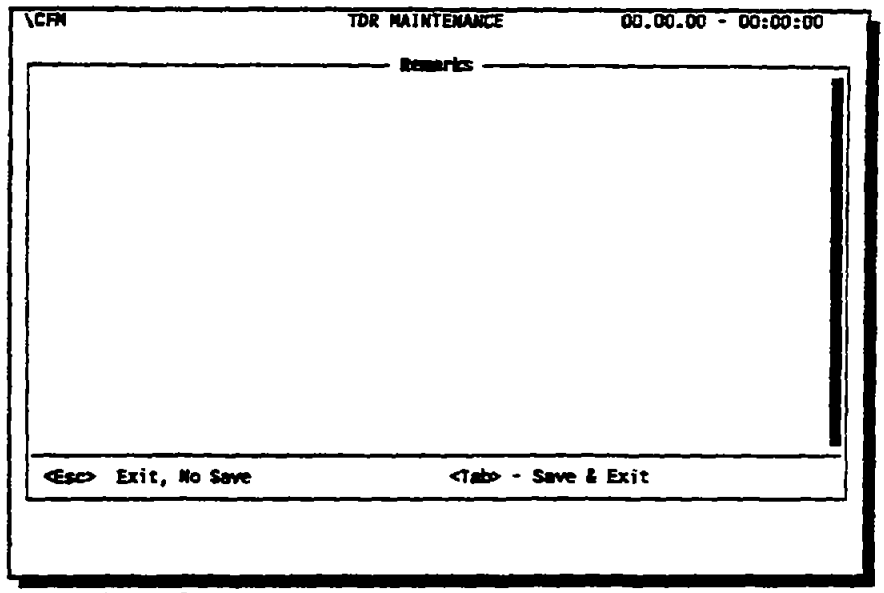


Figure 4-12. Remarks screen.

4.2.8 Screen 5 of the TDR

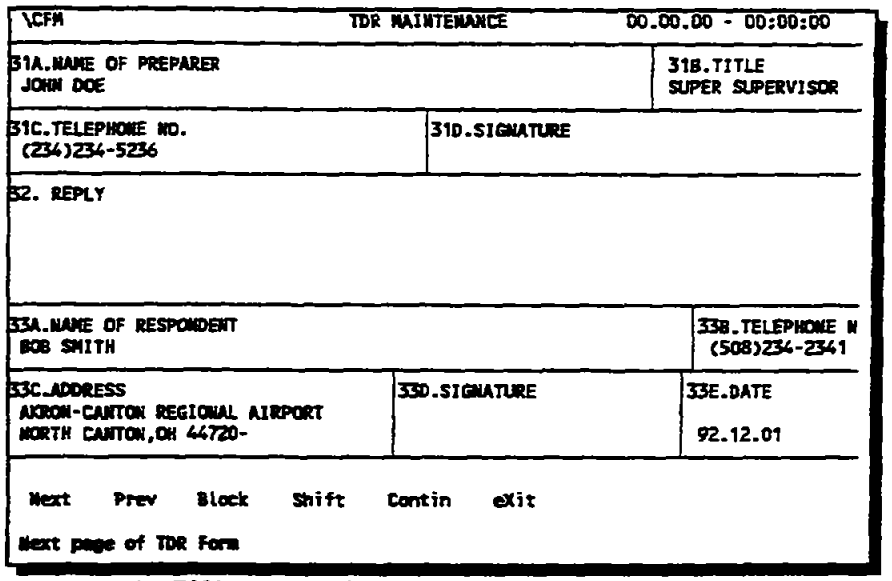


Figure 4-13. Fifth screen of the TDR.

Screen 5 of the TDR form contains blocks 31A - 33E of the TDR:

TDR Block and Description	Screen Displayed to Edit	How to Edit
31A. Preparer's Name 31B. Title 31C. Telephone Number 31D. Signature	Part I Preparer Information pop-up box.	Enter Part I preparers name, title, and commercial and AUTOVON telephone number, then press Enter. The Signature field cannot be edited.
For an RFI TDR, the blocks below this message cannot be edited when the TDR is in the initial creation stage. The TDR must be saved and "set for sending" to the Host, then replies are received back electronically. If you are processing the TDR manually, it must be overridden "to sent", then the replies must be entered manually, using the Manual menu option.		
32. Reply	Reply screen (very similar to Remarks screen).	Enter a reply to any questions asked in block 30 or provide further information about discrepancy. Press Tab when you have finished.

TDR Block and Description	Screen Displayed to Edit	How to Edit
33A. Respondent's name 33B. Telephone 33C. Address 33D. Signature 33E. Date	Small Respondent Information pop-up box.	Enter information about the respondent in the appropriate fields. The Signature field cannot be edited.

4.2.9 Screen 6 of the TDR

Screen 6 of the TDR contains blocks 34-37.

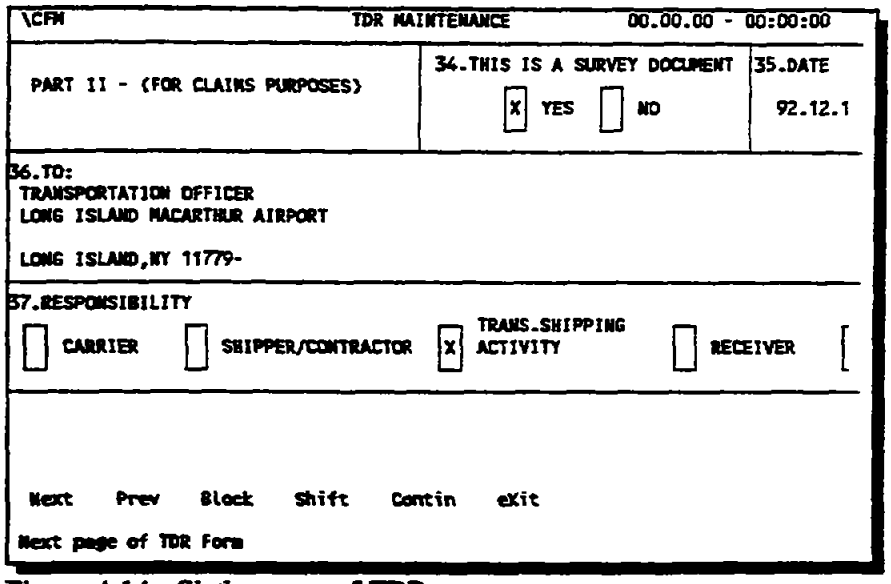


Figure 4-14. Sixth screen of TDR.

The table below lists the TDR blocks displayed on Screen 6 of the TDR form. The table also lists the screen displayed when you choose to edit this block.

TDR Block and Contents	Screen Displayed to Edit	How to Edit
34. Survey Document 35. Date 36. To 37. Responsibility	Part IIa General Information screen (See Figure 4-15).	Enter the appropriate information in the blocks, following the instructions on the FYI line at the bottom of the screen.

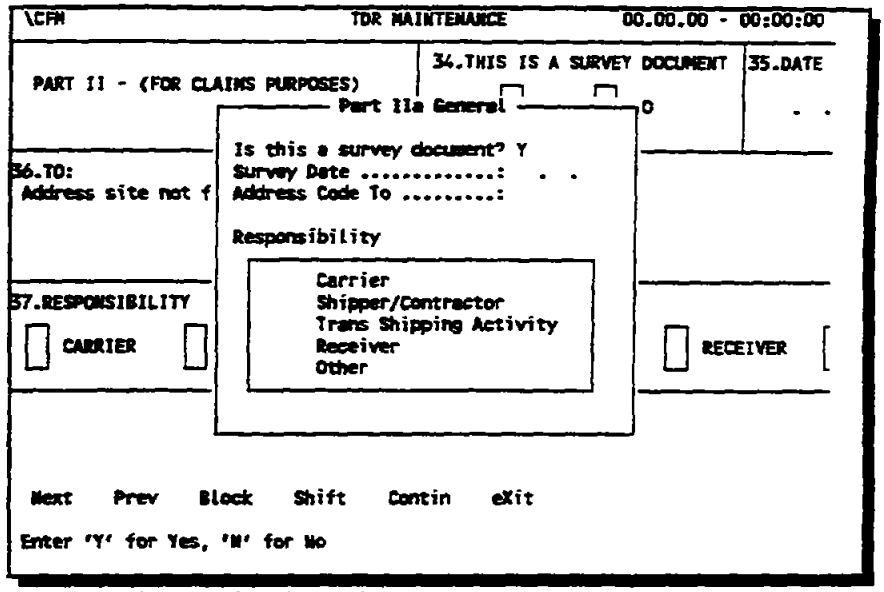


Figure 4-15. Part IIa General screen.

4.2.10 Screen 7 of the TDR

Screen 7 of the TDR contains blocks 38-43.

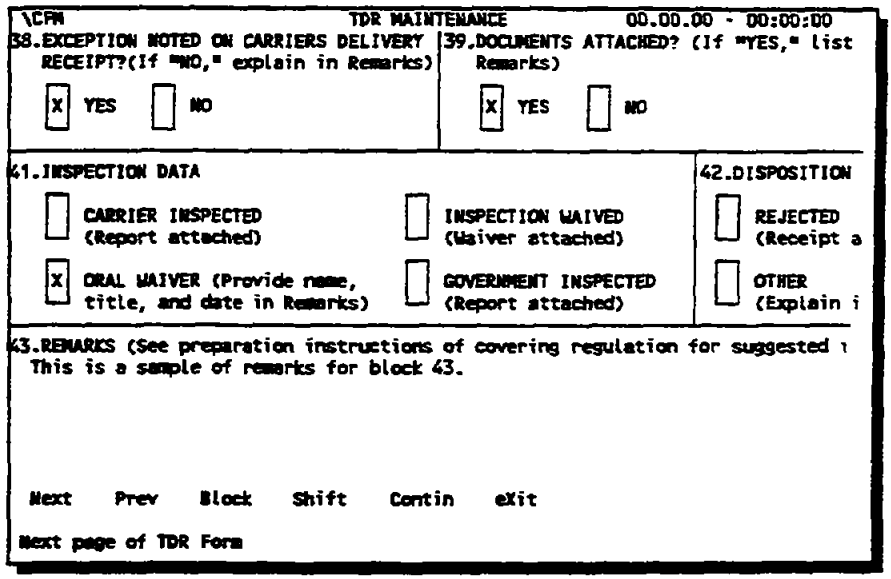


Figure 4-16. Seventh screen of TDR.

The table below lists the TDR blocks displayed on Screen 7 of the TDR form. The table also lists the screen displayed when you choose to edit this block.

TDR Block and Contents	Screen Displayed to Edit	How to Edit
38. Exception **39. Documents attached** **40. Photos attached** **41. Inspection data** **42. Disposition data**	Part IIb General Information screen. (See Figure 4-17).	Enter the appropriate information in the blocks, following the instructions on the FYI line at the bottom of the screen.
43. Remarks	Remarks screen (See Figure 4-12).	Type any details that will help explain the discrepancy to the claims office. Press Tab to exit and save your work when you have finished.

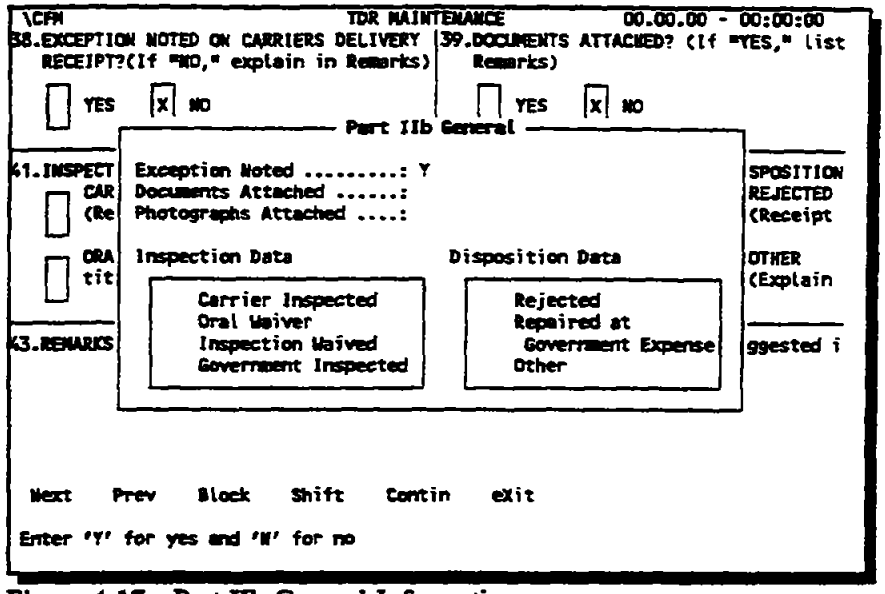


Figure 4-17. Part IIb General Information.

4.2.11 Screen 8 of the TDR

Screen 8 of the TDR contains blocks 44 and 45.

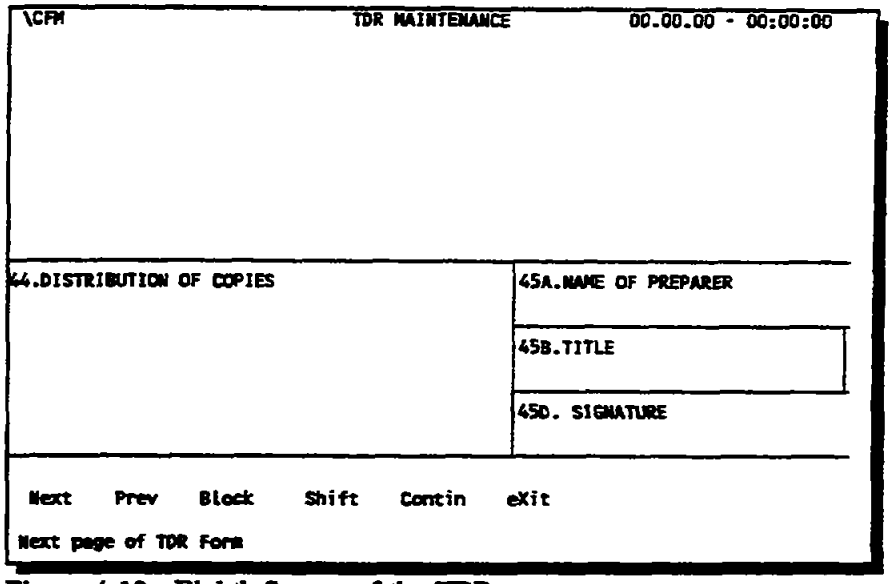


Figure 4-18. Eighth Screen of the TDR.

The table below lists the TDR blocks displayed on Screen 8 of the TDR form. The table also lists the screen displayed when you choose to edit the block.

TDR Block and Contents	Screen Displayed to Edit	How to Edit
44. Distribution of Copies	Distribution of Copies Address screen (See Figure 4-19).	Press A to add an address for distribution of copies. Enter a valid address code in the window provided. A pick list is available for partial or unknown address codes.
45. Preparer Information	Part II Preparer Information pop-up window.	Enter Part II preparer's name, title and commercial and AUTOVON telephone number. Press Enter.

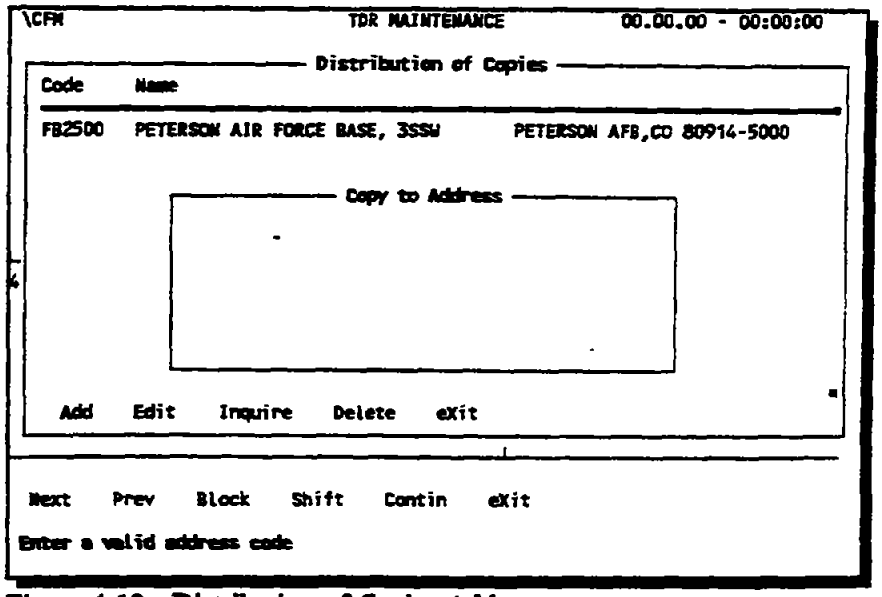


Figure 4-19. Distribution of Copies Address screen.

4.2.12 Screen 9 of the TDR

Screen 9 of the TDR contains blocks 46A - 46E. Data cannot be entered into these fields.

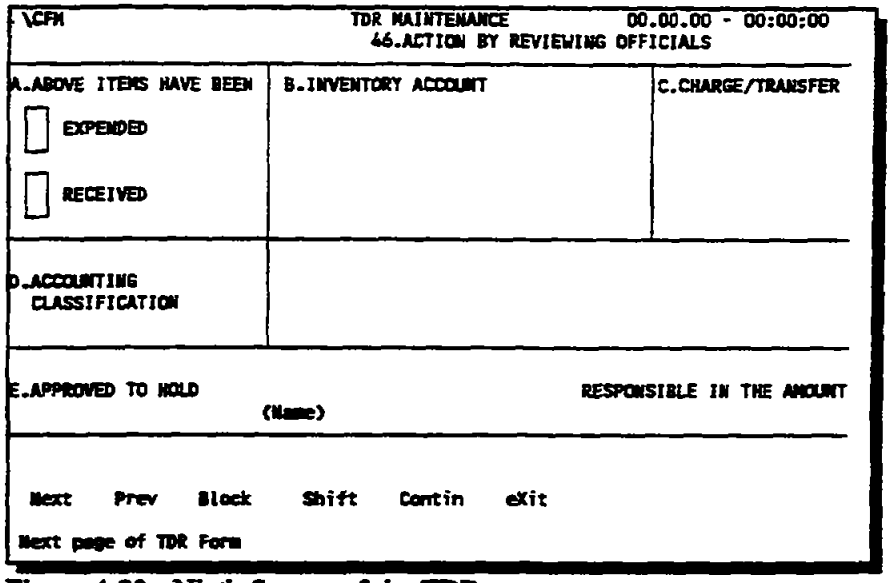


Figure 4-20. Ninth Screen of the TDR.

4.2.13 Screen 10 of the TDR

Screen 10 of the TDR contains blocks 46F and 47. Data cannot be entered into these fields.

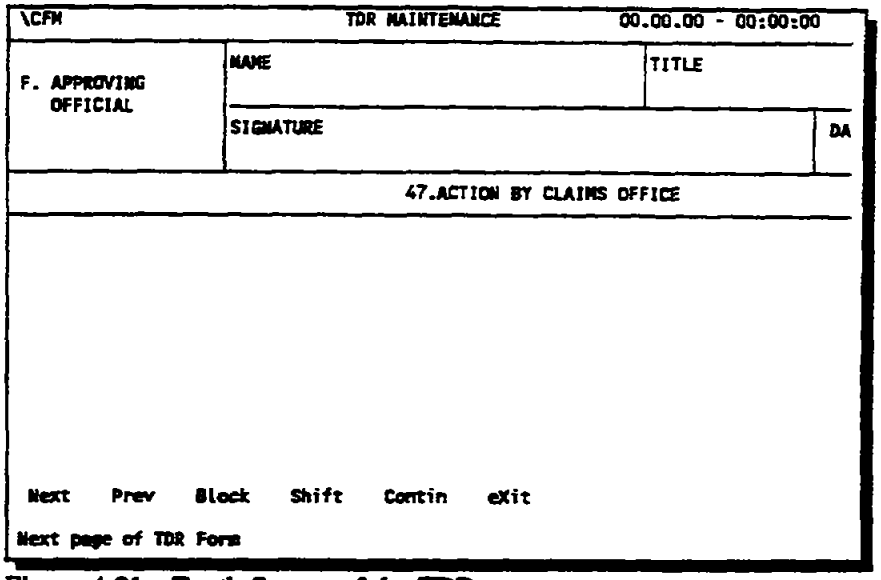


Figure 4-21. Tenth Screen of the TDR.

4.2.14 Editing a Transportation Discrepancy Report

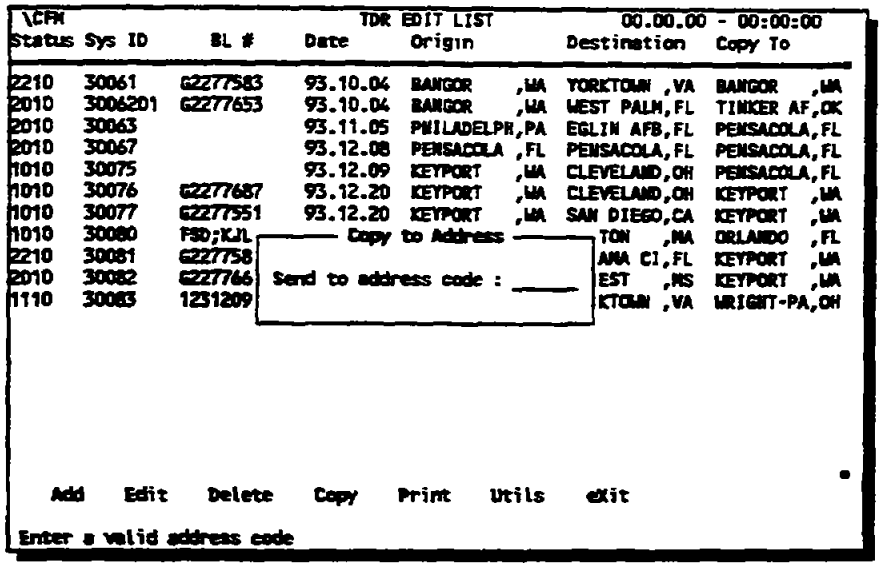
An RFI TDR must be edited in stages, and you will only be allowed to edit blocks that the status code indicates should be edited. From the **Transportation Discrepancy List** screen, highlight the desired TDR and press [E] to edit. Then use the **Block** menu option (press [B], then type the block number) to edit particular blocks.

4.2.15 Deleting a Transportation Discrepancy Report

To delete a TDR, highlight the TDR you would like to delete on the **Transportation Discrepancy List**, then press [D]. You will be prompted to make sure you want to delete the TDR. Make sure <Yes> is highlighted, then press [Enter].

4.2.16 Copying a Transportation Discrepancy Report

To copy a TDR, highlight the TDR you wish to copy on the **Transportation Discrepancy List**, then press [C]. You will be prompted for the address code of the intended recipient (Figure 4-22). Enter the address code and press [Enter]. (If you do not know the address code, press [*] to access the pick list.) A copy will be made of the highlighted report, and 2 additional digits of the System ID will be added, beginning with "01".



4.2.17 Printing a Transportation Discrepancy Report

To print a TDR, highlight the TDR you wish to print on the **Transportation Discrepancy List**, then press [P]. You will be prompted to make sure you want to print the TDR. Make sure your printer is online and that <Yes> is highlighted, then press [Enter].

4.2.18 TDR Utilities

Press [U] to access TDR utilities. Please see section 4.8 for complete information on this option.

4.3 Replying to a TDR

To reply to a TDR, press R from the **Transportation Discrepancy List** screen. The screen shown in Figure 4-23 will then be displayed.

```
\CFM                              TDR REPLY LIST                  00.00.00 - 00:00:00
Status Sys ID     BL #        Date      Origin          Destination     Copy To
3010   30061      G2277583    93.10.04  BANGOR    ,ME   YORKTOWN ,VA    BANGOR    ,ME
3010   30063      X-12222233  93.11.05  PHILADELPH,PA   EGLIN AFB,FL    PENSACOLA,FL
3010   30075      X-10000012  93.12.09  SAN DIEGO ,CA   BOSTON    ,MA   SAN DIEGO,CA
3510   30080      G2256433    93.12.22  BOSTON    ,MA   BOSTON    ,MA   ORLANDO   ,FL
3010   30081      G2277584    93.12.28  KEYPORT   ,WA   PANAMA CI,FL    KEYPORT   ,WA
3010   3008101    G2277584    93.12.28  KEYPORT   ,WA   PANAMA CI,FL    ORLANDO   ,FL

   Reply    Print    Utils    eXit
```

Figure 4-23. The TDR Reply List

4.3.1 Columns Displayed

The following columns of information are displayed for each TDR.

Screen Label	Description
Status	The status code representing the processing status of the TDR. A list of the status codes and their definitions is available through the Utils function on the TDR List screen.
Sys ID	The System Identification number assigned to the TDR.
BL #	The GBL or CBL number assigned to the discrepant shipment.
Date	The date the report was created.
Origin	The origin point for the discrepant shipment.
Destination	The destination point for the discrepant shipment.
Copy To	The address to which a copy of the TDR will be sent.

4.3.2 Menu Options

The following table describes the menu options on the TDR Review List screen.

Option	Description
Reply	Accesses the highlighted TDR for reply or review. If this TDR is an RFI, the reply block will be displayed. If this is any other type of TDR, the 1st screen of the TDR will be displayed for review.
Print	Prints the highlighted TDR.
Utils	Displays a list of TDR utility options.
eXit	Returns to the TDR List screen.

4.3.3 The Reply Function

To reply to a TDR, highlight the desired TDR and press [R]. The screen shown in Figure 4-24 will then be displayed.

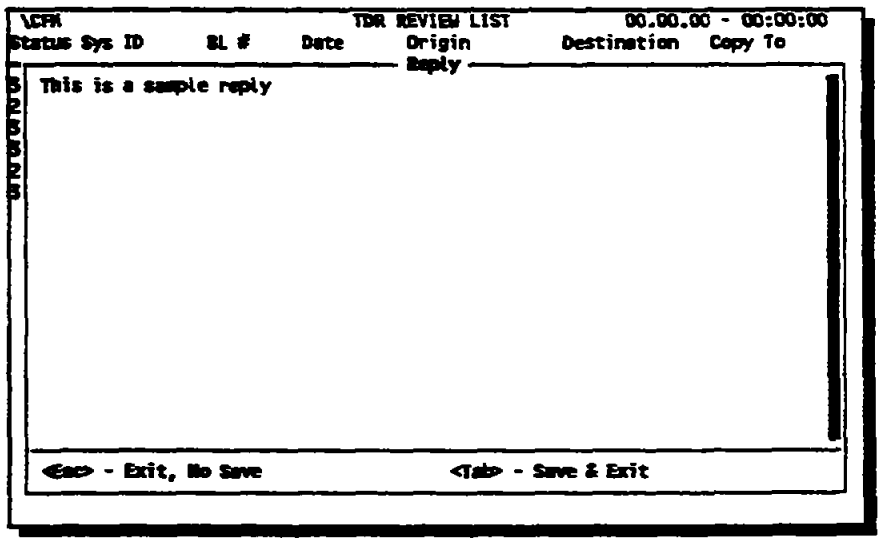


Figure 4-24. TDR Reply Screen.

The Reply screen is shown above with a sample reply typed in. This screen will be blank when you first view it. Type your reply, as in the example shown above. Press [Tab] when you have finished to save your work.

After you have saved your reply, the **Respondent Information** screen will be displayed (Figure 4-25).

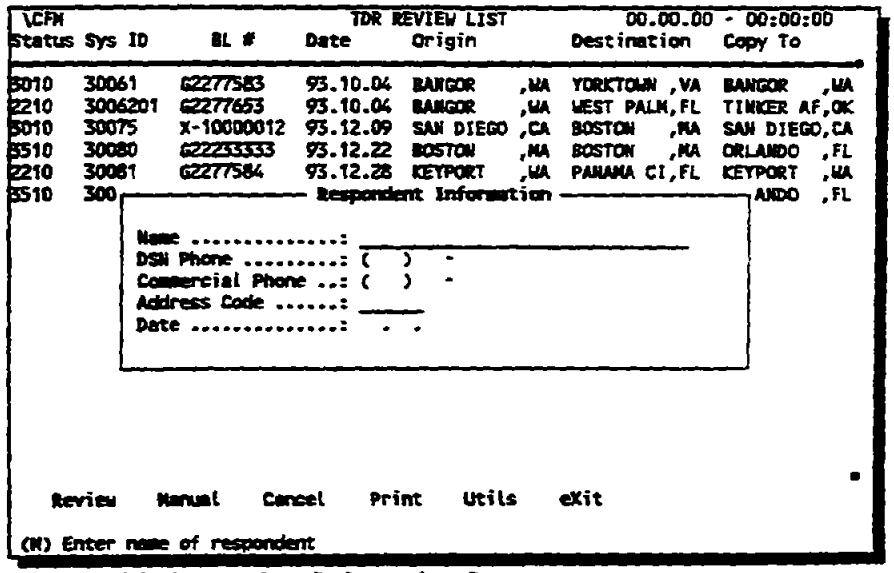


Figure 4-25. Respondent Information Screen.

Enter your name, and then continue to enter telephone numbers and a date for your reply, pressing Enter between each entry.

When you have finished, a prompt will be displayed asking: **Have all replies been entered?** If so, highlight **<Yes>** and press Enter. If not, select **<No>**.

If you have finished, and indicated this, you will be presented with a list of Save Options (Figure 4-26).

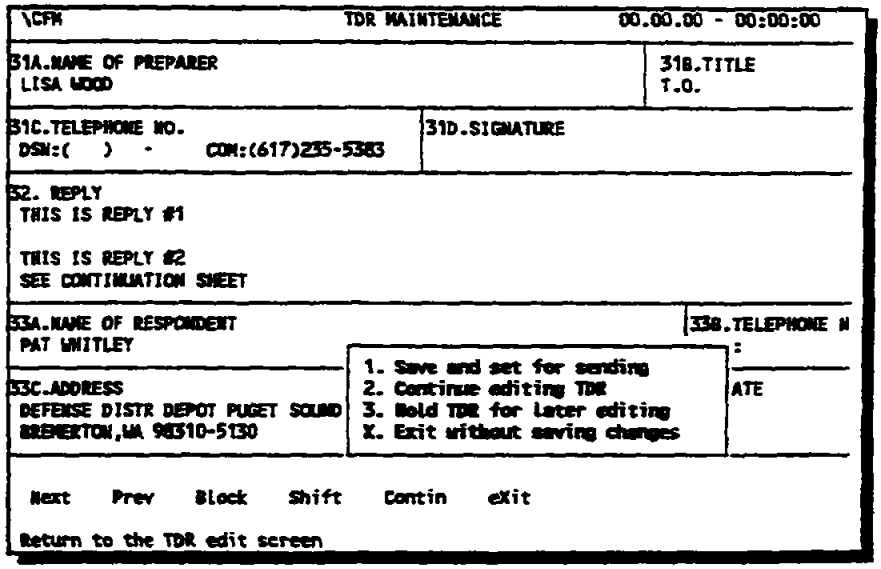


Figure 4-26. Reply Save Options.

Your choices are:

1. **Save and set for Sending** — Saves the TDR data and sets the status code to the 3000 level, which indicates that the reply is ready to be sent to the host.
2. **Continue editing TDR** — This option returns you to the TDR editing process. *Note: The only blocks you will be able to edit at this point are blocks 30 and 31.*
3. **Hold TDR for later editing** — Saves the TDR data, but holds the status code at the 2200 level, indicating that it is not yet ready to be sent.

X. **Exit without saving changes** — Exits the TDR editing function *without saving your current changes.*

4.3.4 Printing a TDR

Press [P] to print a TDR. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.
Select [2] to send the report to the printer.
Select [3] to view it on your screen, and send a copy to the printer.
Select [X] to exit.

4.3.5 TDR Utilities

Press [U] to access TDR utilities. Please see section 4.8 for complete information on this option.

4.4 Collating TDR Replies

The TDR collation phase takes the replies that have each been entered on the appropriate copies of the TDR and combines (collates) them onto one copy of the TDR. Before you access the **Collate** option, you should have received (if your recipients are electronically connected) or entered (if your recipients faxed you their replies) all the replies to your TDR. Press C to access the **Collate** option. The screen shown in Figure 4-27 will then be displayed.

```
\CFM                              TDR COLLATE LIST          00.00.00 - 00:00:00
Status Sys ID     BL #      Date      Origin          Destination    Copy To
4010   3006201  G2277653  93.10.04  BANGOR    ,MA  WEST PALM,FL  TINKER AF,OK
4010   30082    G2277663  93.12.28  KEYPORT   ,WA  FOREST   ,MS  KEYPORT  ,WA

   Collate  Print   Utils   eXit
Collate highlighted Transportation Discrepancy Report
```

Figure 4-27. TDR Collation List.

4.4.1 Columns Displayed

The following columns of information are displayed for each TDR.

Screen Label	Description
Status	The status code representing the processing status of the TDR. A list of the status codes and their definitions is available through the **Utils** function on the TDR List screen.
Sys ID	The System Identification number assigned to the TDR.
BL #	The GBL or CBL number assigned to the discrepant shipment.
Date	The date the report was created.

Screen Label	Description
Origin	The origin point for the discrepant shipment.
Destination	The destination point for the discrepant shipment.
Copy To	The address to which a copy of the TDR will be sent.

4.4.2 Menu Options

The following table describes the menu options on the TDR Collation List screen.

Option	Description
Manual	Displays a screen from which you can enter the replies to the highlighted TDR manually.
Review	Displays the highlighted TDR for review.
Collate	Begins the TDR Collation process.
Print	Prints the highlighted TDR.
Utils	Displays a list of TDR utility options.
eXit	Returns to the TDR List screen.

4.4.3 Manually Entering Replies to a TDR

If the recipient of your TDR is not a CFM Field Module or Receiving Module site, you will need to enter replies to your TDR manually. This is only necessary because the recipient(s) of your TDR will have to mail or fax their replies back to you. The only way to get them into the CFM system at this point is to enter them yourself.

Highlight the correct copy of the TDR (the copy that was sent to *that particular recipient*). Press [M] to enter a manual reply to this TDR. The screen shown in Figure 4-28 will then be displayed.

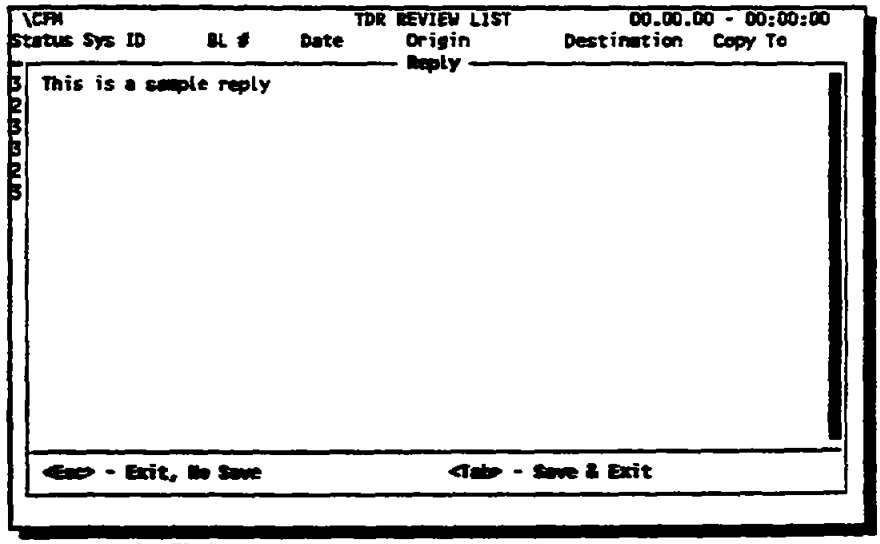


Figure 4-28. TDR Reply Screen.

The Reply screen is shown above with a sample reply typed in. This screen will be blank when you first view it. Type your reply, as shown in the example above. Press [Tab] when you have finished to save your work.

After you have saved your reply, the **Respondent Information** screen will be displayed (Figure 4-29).

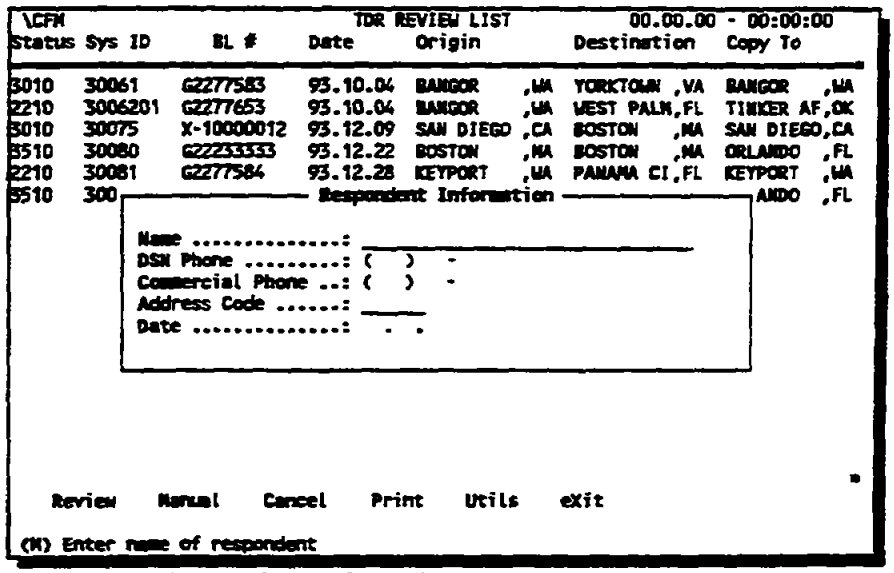


Figure 4-29. Respondent Information Screen.

Enter the name of the respondent that sent you this reply, and then continue to enter telephone numbers and a date for this particular reply, pressing Enter between each entry.

When you have finished, a prompt will be displayed asking: **Have all replies been entered?** If so, highlight **<Yes>** and press Enter. If not, select **<No>**.

If you have finished, and indicated this, you will be presented with a list of Save Options (Figure 4-30).

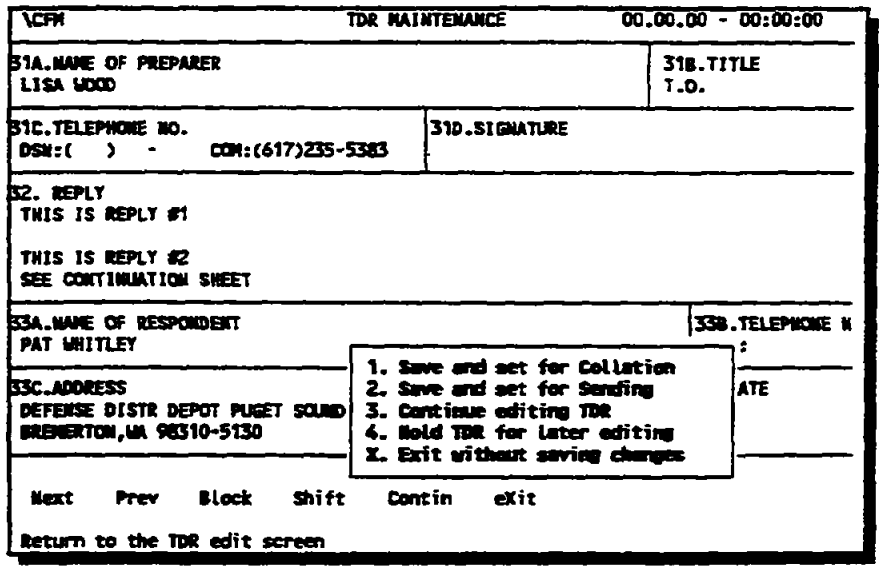


Figure 4-30. Save Options for Manual Reply.

Your choices are:

1 **Save and set for Collation** — Saves the TDR data and sets the status code to the 4000 level, indicating that it is ready to be collated. The next step will be combining (collating) all replies onto a single copy of the TDR.

2 **Save and set for Sending** — Saves the TDR data and sets the status code to the 3000 level, which indicates that the reply is ready to be sent to the host.

3. **Continue editing TDR** — This option returns you to the TDR editing process. *Note: The only blocks you will be able to edit at this point are blocks 30 and 31.*

4. **Hold TDR for later editing** — Saves the TDR data, but holds the status code at the 2200 level, indicating that it is not yet ready to be sent.

X. **Exit without saving changes** — Exits the TDR editing function *without saving your current changes.*

4.4.4 Collating TDRs

Press C to begin the TDR collation process. The screen shown in Figure 4-31 will then be displayed.

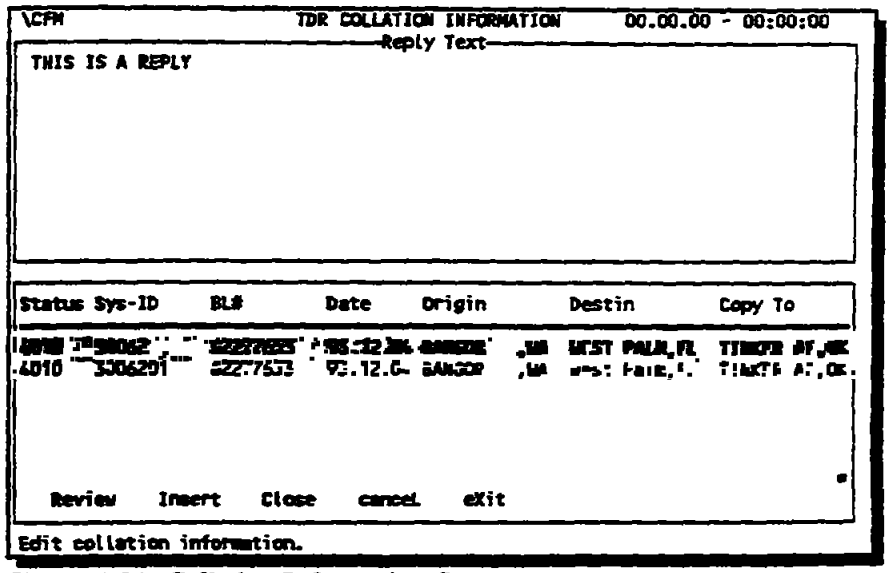


Figure 4-31. Collation Information Screen.

The top half of the screen displays the reply text for the highlighted copy of the TDR. The bottom half of the screen displays a list of all related copies of this TDR. (For information on the Column Headings, see section 4.4.1.) As you highlight different TDRs on the bottom half of the screen, the associated reply text will be displayed on the top half of the screen.

4.4.4.1 Reviewing Collation Information

Press [R] to edit the "Part IIa General" form. This form will be displayed after selecting this option (see below).

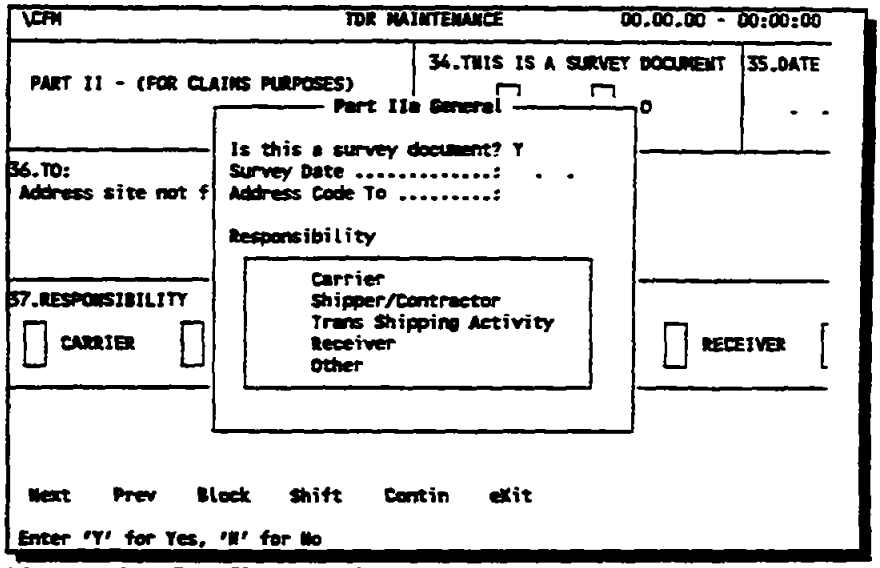


Figure 4-32. Part IIa General screen.

4.4.4.2 Inserting Replies onto the Collation Copy

Highlight the TDR copy with the reply you would like to add to the collation copy of the TDR, then press [I]. The system will automatically insert the reply shown on the top of the screen onto the collation copy of the TDR.

4.4.4.3 Closing a TDR

To close a TDR, highlight the desired copy of the TDR and press [L]. If the TDR is not ready to be closed, you will see a message that indicates this.

4.4.4.4 Cancelling a TDR

To cancel a TDR, highlight the desired TDR and press [L]. You will be asked if you would like to: **Cancel all related TDRs or just this one?** To cancel all related TDRs, press [A] for all. To cancel just this one, press [O] for one. To exit without cancelling any TDRs, press [X].

4.5 Closing a TDR

Closing a TDR package readies it for archiving, and indicates that all pertinent information has been received. Highlight the desired TDR (select the collation copy that contains all replies) and press [L] from the Transportation Discrepancy List to close a TDR. You will be prompted to make sure that you want to close this TDR.

4.6 Archiving TDRs

Press [A] from the Transportation Discrepancy List to access the Archiving function. This function is provided so that you may archive (store on disk) and restore from disk any TDRs that have been completely processed. You will not be allowed to archive a TDR until it has been closed and you have transferred the GBL data to the Host. Make sure that there is no further need to have these TDRs online before you archive them. If you do discover a need for a TDR that has been archived, it only takes a minute or two to restore it from disk. It is a good idea to carefully label all archive diskettes. You can print a list of diskette contents using the Print option.

4.6.1 TDR Archiving List

After activating the Archive function, the **TDR Archiving List** is displayed, shown in Figure 4-33. All TDRs with status codes of ??? are displayed on this list.

```
\CFM                        SHIPMENT ARCHIVING LIST        00/00/00   00:00:00
 Code SYS-ID  Avail-Dt TP Origin              Destination          GBL Number
 6500 2008002 92.01.01 3  PORTSMOUTH        VA MARIETTA          OH X-0000123
 6500 2008004 92.01.01 3  BOSTON            MA REDMOND           OR X-0000120
 6550 2008005 92.01.01 3  BOSTON            MA REDMOND           OR X-0000103
 6550 2008007 92.01.14 3  BOSTON            MA REDMOND           OR X-0000102
 6510 2008008 92.01.01 3  BOSTON            MA REDMOND           OR X-0000110
 6500 2009001 92.01.01 3  BOSTON            MA REDMOND           OR X-0000102
 6500 2010001 92.01.22 3  BOSTON            MA KELLY AFB         TX X-0000105
 6510 2010002 92.01.10 3  BOSTON            MA ST. LOUIS         MO X-0000101
 6510 2037002 92.02.19 3  BOSTON            MA ST. LOUIS         MO X-0000104
 6500 2142001 92.05.21 3  BOSTON            MA MARIETTA          OH X-0000100
 6510 2156001 92.06.17 3  BOSTON            MA EGLIN AFB         FL D-0001001
 6510 2156002 92.06.06 3  PORTSMOUTH        VA MARIETTA          OH X-0000121
 6500 2161001 92.06.09 3  BOSTON            MA FORT WORTH        TX X-0000115
 6500 2161002 92.06.07 3  BOSTON            MA NORTH CANTON      OH X-0000117
 6550 2162001 92.06.09 3  BOSTON            MA HAMPTON           VA X-0000118
 6550 2162002 92.06.08 3  BOSTON            MA SEATTLE           WA X-0000119
 6500 2163001 92.06.06 3  BOSTON            MA MANCHESTER        CT X-0000125
 6510 2167003 92.06.16 3  CAPE CANAVERAL     FL LONG ISLAND       NY X-0000126

    Tag   tag All   arChive   Restore   Print   Utilities   eXit

Mark a shipment for archiving
```

Figure 4-33. Archiving a Shipment

4.6.1.1 Columns Displayed on the TDR Archiving List

Column	Description
Code	A system assigned 4-digit code that indicates the current status of the each TDR. The status code is used by the system to determine if a TDR is ready the next level of processing. 6500 Ready for archiving
SYS-ID	A system-assigned 7-character number that uniquely identifies this TDR to the system. The number is composed of these elements: Position 1 - The last digit of the current year. Positions 2-4 - The entry date of the TDR (in julian notation). Positions 5-7 - The sequence number on the day it was entered.
Avail-Dt	The date the TDR is available for loading. The date is in the format YY.MM.DD.
Agency ID	May be displayed in place of SYS-ID and Avail-Dt. This is a local ID for your site.
TP	The Transportation Priority. Can be 1, 2, or 3. 1 is the highest priority.
Origin	The city and state of the TDR's origin.
Destination	The city and state of the TDR's final destination.
GBL Number	The GBL number assigned when this TDR's GBL was processed.

4.6.1.2 Menu Options on the TDR Archiving List

Option	Description
Tag	Mark the currently highlighted TDR for archiving or restoring.
Tag All	Mark *all* TDRs for archiving or restoring.
Archive	Archive all tagged TDRs to a diskette. Diskette may be in either drive A: or B:.
Restore	Restore TDRs from a diskette to the CFM system.
Print	Print a list of all TDRs on the diskette in drive A: or B:. You can look at the list on the screen or send it to a printer.
Utilities	Displays a menu of utility functions that allow you to: 1. Review the processing history of the currently highlighted TDR. 2. View errors found in the TDR data by the system. 3. Search and sort the current list by user selected criteria. 4. Lists all the status codes used by the system along with a short description of each. 5. Produces a report that lists all TDRs in the system. 6. Produces a report that lists TDRs by shipment units. 7. Cancels the highlighted TDR. X. Exits to the previous screen.
Exit	Returns to the Transportation Discrepancy List.

4.6.2 Archiving TDRs

Follow the steps below to archive TDR(s):

Step	Action	Result
1	Tag the TDRs that you would like to archive by highlighting the TDR and pressing [T] to tag, or press [A] to tag all TDRs.	The TDRs are highlighted in yellow, and an arrowhead is displayed to the left of the tagged TDR(s).
2	Press [C] to activate the Archiving function.	You will be asked if you want to archive the tagged TDRs.
3	Press [Y] for yes.	You will then be prompted to insert a diskette in drive A: or B: to receive the data.
4	Press [Enter] to select drive A:, or use the [→] or your mouse to highlight B:, then press [Enter] if your disk is in drive B.	The tagged TDRs will be archived to the diskette in the specified disk drive. When the process has been completed, you will see a message indicating the archive is completed.
5	Press [Enter] to continue.	You will see messages saying that the system is Rebuilding, Performing Check, and Reindexing. You will then be returned to the TDR Archiving List, and your archived TDR(s) are no longer displayed.

4.6.2.1 Labeling the Diskette

It is a good idea to label the diskette on which you have just archived the TDRs. You may want to include dates and/or GBL numbers for reference. You can use the **Print** option to create a list of TDRs on your disk.

4.6.3 Restoring TDRs from a Diskette

Restoring a TDR that you have previously archived is similar to the archiving process described above. If, for any reason, you need to restore a TDR that was previously archived, follow theses steps:

Step	Action	Result
1	Press R from the TDR Archiving List.	The Restore function is activated and you will be prompted to select the drive in which the archived data resides.
2	Press Enter to select drive A:, or use the → or your mouse to highlight B:, then press Enter if your disk is in drive B.	A window is displayed, shown in Figure 4-34, listing the TDRs archived on the diskette.
3	Tag the TDRs that you want to restore by highlighting the desired TDR, then pressing T. You can also press A to tag all TDRs.	The TDRs are highlighted in yellow, and an arrowhead is displayed to the left of the tagged TDR(s).
4	Press R to restore the tagged TDRs.	The TDRs are removed from the list.
5	Press X to exit from the Restore List.	The TDRs are restored to your hard disk CFM system.
6	Press Enter to continue when you see the **Restore Completed!** message.	You are returned to the TDR Archiving List, where your restored TDRs have been added and displayed.

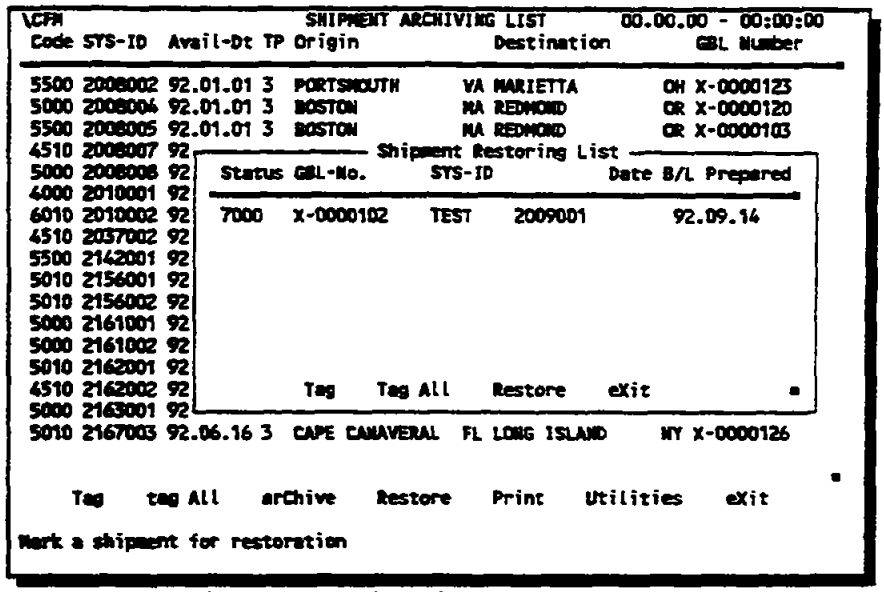


Figure 4-34. Shipment Restoring List.

4.6.4 Printing an Archive Listing

If you need to view or print a list of archived TDRs on a diskette, press [P] from the TDR Archiving List. You will be prompted to select the drive for which you would like an archive listing. Using the arrow keys, select the A: or B: drive, then press [Enter].

You will then be prompted to view the file on the screen, printer, or both. Make your selection by pressing [1] for screen, [2] for printer, or [3] for both.

4.7 Sending a TDR to the Host

To transfer data to the Host, press [S] (Send) from the **Transportation Discrepancy List**. You will be asked to confirm that you would like to contact the Host. Highlight <Yes> and press [Enter].

From this point forward, the process is automatic. The system will prepare a file containing all TDR and BL data, log in to the host, transmit the data, and receive a confirmation of the transfer. The system then logs off the Host, and returns control to your PC.

After the transfer is complete, you will have the option of viewing the **File Transfer Report**. Pressing [1] displays it on your screen, pressing [2] sends it to the printer, and pressing [3] does both. If you exit without viewing the report, you will not have a chance to view it again.

It is recommended that you view the File Transfer Report, to make sure that there were no transmission problems. If there were, they are documented in the report. This may help with troubleshooting any communciations problems.

4.8 TDR Utilities

The Utilities option allows you to view history or errors for the highlighted TDR, search for a TDR, view status code descriptions, create a TDR report, or cancel a TDR.

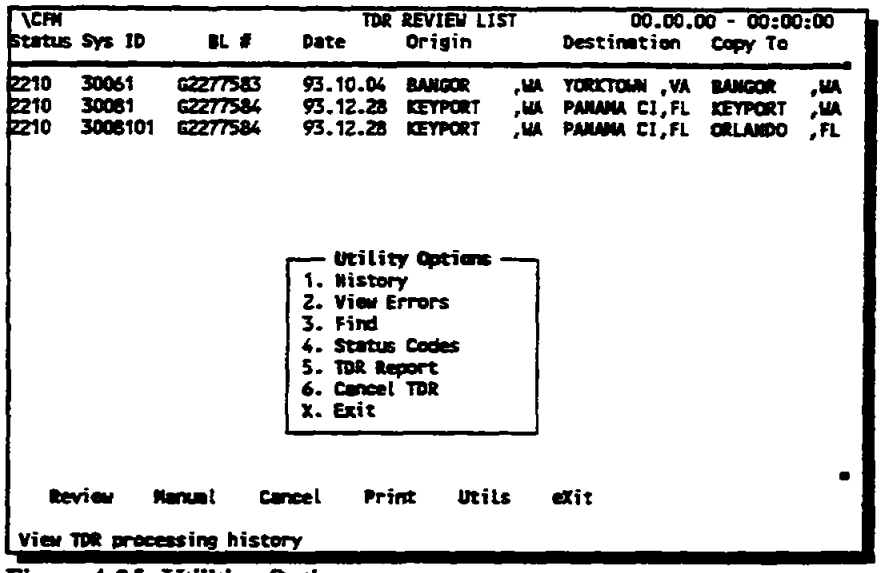


Figure 4-35. Utilities Options.

4.8.1 Utilities Options

The table below lists the Utilities options.

Screen Label	Description
1. History	Displays the processing history of the highlighted TDR.
2. View Errors	Shows errors present for the highlighted TDR.
3. Find	Searches for a particular TDR.
4. Status Codes	Displays a list of TDR status codes, with the highlighted TDR's status code first.
5. TDR Report	Creates a TDR Report.
6. TDR Line Report	Creates a TDR Report broken out by discrepant shipment units.
7. Cancel TDR	Cancels the highlighted TDR.
X. Exit	Returns to the previous screen.

4.8.2 Viewing Processing History of a TDR

Press [1] on the **Utility Options** menu to display the **TDR Processing History** screen. This screen allows you to view all the changes that have been made on the currently highlighted TDR. As a TDR is processed each change in status code is written to a file recording the change, the date and time, and the User ID of the person making the change.

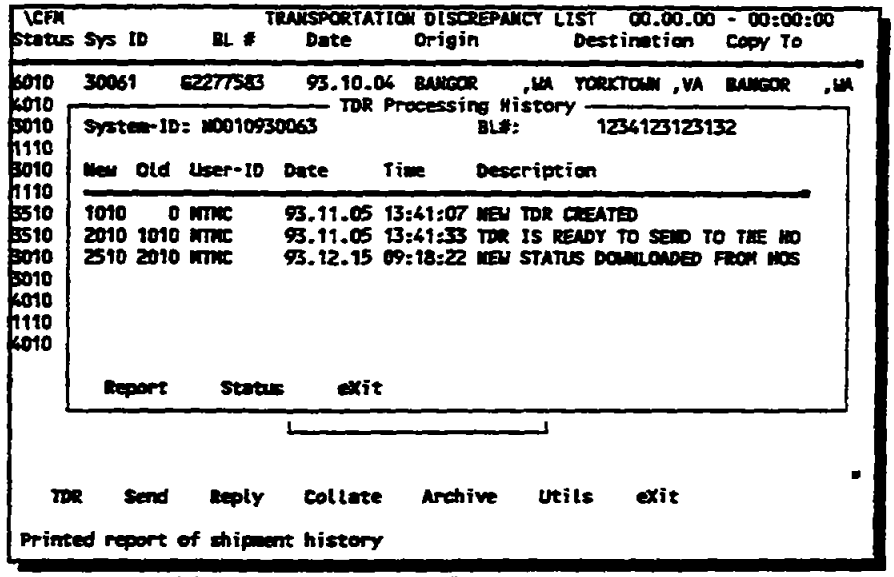


Figure 4-36. The TDR Processing History screen.

4.8.2.1 Columns Displayed

The following columns of data are displayed for each change in the status of the currently highlighted TDR.

Screen Label*	Description
System-ID	The System-ID number for the currently highlighted TDR on the TDR list.
New	The status code after the change.
Old	The status code before the change.
User-ID	User-ID of the person making the change to the TDR.
Date	The date the change was made.

Screen Label	Description
Time	The time (24 hour military time) that the change was made.
Description	A short description of the change.

4.8.2.2 Menu Options

The following menu options are available on the TDR **Processing History** screen.

Option	Description
Report	Generate a report of the processing for this TDR. The report can be viewed, printed, or both.
Status	Display a list of status codes and their description.
Exit	Return to the current TDR list screen.

4.8.3 Viewing Errors in TDR Data

Press 2 on the **Utility Options** menu to view any errors the system has found in the TDR data. If no errors are found, a message that indicates this will be displayed.

4.8.4 Using the Find Function

Press [3] on the **Utilities Options** menu to access the Find function. It is designed to allow you to select and sort the TDRs according to criteria you define.

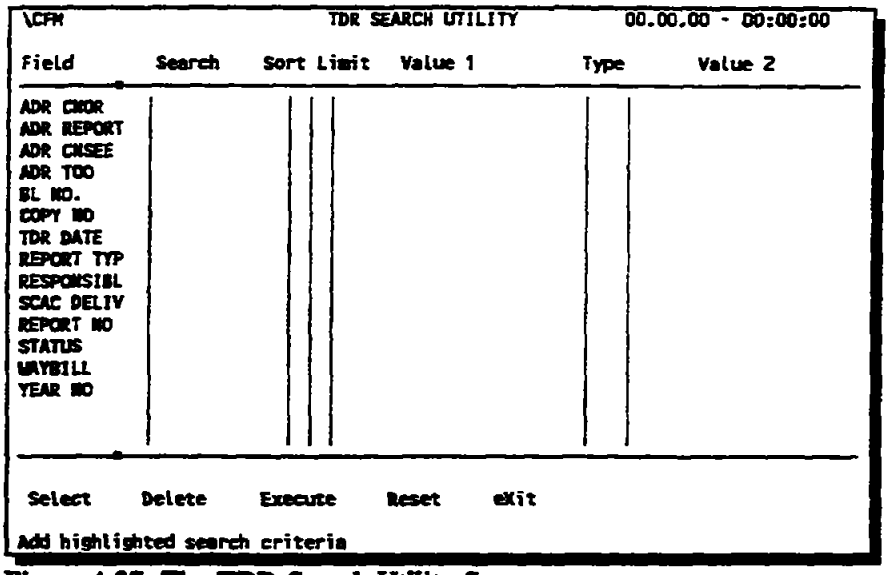


Figure 4-37. The TDR Search Utility Screen.

4.8.4.1 Columns Displayed

Screen Label	Description
Field	This column represents fields found in the TDR database on which to search and sort the list. The field can be selected by using the arrow keys to highlight the field name and pressing [S] for "Select".
Search	This column represents search and sort fields that you have chosen. The system will execute the search and sort program in the order the criteria have been entered.
Sort	This column indicates whether you wish to sort the resulting TDR list by the Search Field on this line.
Limit	This column indicates whether to limit the resulting TDR list to the TDRs that have met this criterion.

Screen Label	Description
Value 1	This column contains the first limitation on the database for the selected field.
Type	This column describes the type of limitation on the selected field. The options indicate that the selected database field must be: = equal to Value 1 >= greater than or equal to Value 1 <= less than or equal to Value 1 > greater than Value 1 < less than Value 1 <-> outside the range of Value 1 and Value 2 >-< between the range of Value 1 and Value 2 $ contains Value 1 (case sensitive) $N contains Value 1 (non case sensitive)
Value 2	This columns describes the second limitation on the TDR unit database for the selected field. It is only entered when the Type column specifies a range of values are needed.

4.8.4.2 Menu Options

The following menu options are available on the TDR Search Utility screen.

Option	Description
Select	Chooses the highlighted database field in the Field column as a search and sort criteria. It will add the field to the Search column or allow the Search to be edited if already a part of the criteria. The system prompts you to fill in the rest of the columns for the selected field.
Delete	Removes the highlighted database field from the search and sort criteria. If it is not selected as a criteria, no action is taken.
Execute	Performs the search and sort on the TDR database and redraws the list.
Reset	Resets the search criteria and restores the complete TDR list.
Exit	Returns to the TDR list without performing a search, but saves the search criteria.

4.8.4.3 Performing a Search

To execute a search and sort of the TDR list, perform the following steps:

Step	Action	Result
1	In the **Field** column, use the arrow keys to highlight the data element on which to perform a sort or search.	The data element is highlighted.
2	Press S to select that field as one of the criteria.	The system displays the data element in the **Search** column.
Note: The system will perform the search and sort based on the data elements in the order they are listed in the **Search** column.		
3	In the **Sort** column for the new data element, enter Y to indicate that the TDR list should be sorted on this data element. If no sort is desired, enter N. All sorts are in ascending order, that is, lowest value to highest value.	System accepts your entry and moves to the next field.
4	In the **Limit** column for the new data element, enter Y to indicate that the TDR list should be limited to TDRs that contain a specific value or range of values for this data element. If no limit is desired, enter N.	System accepts your entry and moves to the next field.
5	In the **Value 1** column, enter the first value for the new data element that the TDR must match.	System accepts your entry and moves to the next field.

Step	Action	Result
6	In the **Type** column, enter the relationship between **Value 1** and the data element found in the TDR. The data element relationship must be one of the following boolean operators: = equal Value 1 >= greater than or equal to Value 1 <= less than or equal to Value 1 > greater than Value 1 < less than Value 1 <-> outside the range of Value 1 and Value 2 >-< between the range of Value 1 and Value 2 (inclusive) $ contains Value 1 (case sensitive) $N contains Value 1 (non case sensitive)	System accepts your entry and moves to the next field.
7	If the relationship entered in the **Type** column is a range of values, enter the second value for the new data element in the **Value 2** column. Otherwise, press Enter to move to the next field.	System accepts your entry and moves to the next field.
8	Repeat the process until all criteria for the search and sort have been placed in the **Search** column, in the order they are to be processed.	System accepts your entries and moves to the next field each time.
9	Press E to execute the search and sort of the TDR list.	The TDR list is displayed in sorted order, displaying only those TDRs that match the limits.
10	To return to the regular unsorted TDR list, bring up the **TDR Search Utility** screen and press R to reset the list.	The TDR list is returned to its former state.

4.8.5 Status Code Descriptions

Press [6] on the **Utility Options** menu to view the **Status Codes Descriptions** screen. This screen lists all status codes recognized by the system with a short description of the meaning of the code. The list starts with the status code matching the status code of the currently highlighted TDR on the list. You can scroll through the list and view any level status code. Press [X] to return to the TDR list.

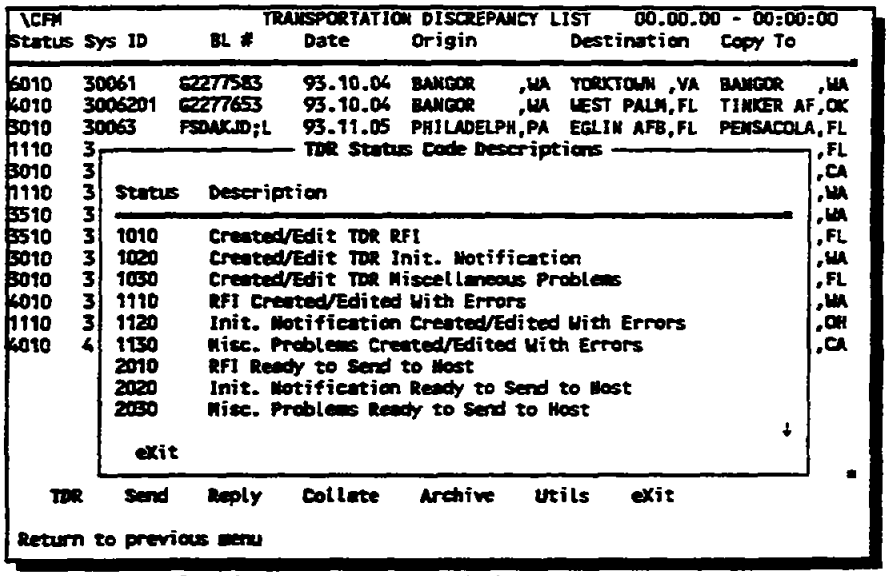


Figure 4-38. The Status Codes Descriptions screen.

4.8.6 Creating a TDR Report

Press [5] to create a TDR summary report. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.

Select [2] to send the report to the printer.

Select [3] to view it on your screen, and send a copy to the printer.

Select [X] to exit.

4.8.7 Creating a TDR Shipment Unit Report

Press [6] to create a TDR shipment unit report. You will be given the choice of viewing the report on your screen, printing it, or both.

Select [1] to view the report on your screen only.
Select [2] to send the report to the printer.
Select [3] to view it on your screen, and send a copy to the printer.
Select [X] to exit.

4.8.8 Cancelling a TDR

Press [7] to cancel the highlighted TDR. You will be asked to confirm the cancellation. Highlight <Yes> to continue with the cancellation or highlight <No> to abandon the cancellation.

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Appendix

	The following appendices are intended to expand upon the user's knowledge of how the system works, valid codes used and their sources, and options that are available to them
Database Tables	Lists all database tables used in the system. Includes the type of information stored in the table and how it is used.
HazMat Classification Codes	Lists all hazardous materials classification codes as found in 49-CFR.
Disability Codes	Lists the four types of standard disability costs as found in DTMR
Rate Qualifiers	Lists all valid rate qualifier codes as found in MT Form 364-R instructions.
Service Failure / Non-Use Reason Codes	Lists codes that are used to indicate why a carrier was not used for a shipment.
GBL Cancellation Codes	Lists the reasons codes for cancelling a GBL.
Status Codes	Lists the shipment status codes used by the system with a description of their meaning.
Error Codes	Lists shipment error codes and a description of their meaning with suggestions for correction.
Menu Privileges	Lists the menu options to which users can be granted or denied access.
Printer Forms	Lists the reports and forms that can be produced by the system.

A.1 Database Tables

Lists all database tables used in the system and the type of information stored in these tables.

Database	Description
ADDRESS	DODAAC / CAGE Addresses
ADDRMODE	Address Modes Definition
AIRPORTS	Airport Codes
ANNOTATE	Standard Annotations
APPROPR	Transportation Appropriations
ARC_TABL	Files to be Archived
BLOCK	BL Form Block Numbers
CANCEL	BL Cancellation Codes
CARPHONE	Carrier Phone Numbers
CARRIER	Carrier Names
CFM_NODE	Site Information File
CLASS100	Class 100 Rate Table
COMMOD	NMFC & UFC Commodity Codes
CONTAIN	Container Codes
CONTRACT	Contract Reference File
COSTMETH	Costing Methods
COUNTRY	Countries
CTRCONPT	Container Consolidation Codes
DBSHOW	Main DB for Showing Databases
DBSPARMS	Parameters for Reference Data
DEFAULT	System Defaults
DISABLTY	Disability Types
DISCREP	Discrepancy Codes
DOCIDCOD	Document Identifier Codes
EDI_D213	EDI Data 213
EDI_D858	EDI Data 858
EDI_DEF	EDI Definition Table

Database	Description
EDI_ELEM	EDI Element Table
EDI_HOLD	Hold Table for EDI
EDI_PARM	EDI Parameters Table
EDI_SEG	EDI Segment Table
EDI_TMP	EDI Temp File
EQUIPMNT	Equipment Codes MT-364R
ERRORREC	Error Log
ERRORS	Errors for Request/Host/BL/TDR
ETACODES	Estimated Days to Arrival
FAILPEN	Failure Penalty Association
GBLNUMS	Blocks of TDR/BL/Correction #
GBL_LOG	Log of BL Numbers
HELP	Help Data For System
HOLD_REC	Temporary Record Storage File
HOLD_XM	Temporary Reading File
HOURCODE	24-Hour Codes
INAPPR	Inbound Appropr. / Contacts
INCLOSE	Inbound BL Close-Out Data
INEQPP	Inbound Equipment Provided
INFAIL	Inbound Service Failures
INFORM	Inbound Formatted BL
INGBLLOG	Inbound Log of BLs
INHAZD	Inbound Unit HazMat Data
INHIST	Inbound Processing History
INLINE	Inbound Unit Detail
INLNLOG	Inbound BL Log Unit Detail
INMOVE	Inbound Master Structure
INRIN	Inbound RINs
INSERV	Inbound Services Requested
INSERVNP	Inbound Services Not Provided
INSTATUS	Inbound BL Status Codes

Database	Description
INSTOP	Inbound Stop-Offs
INTALLY	Inbound Tally-In Units
INVIA	Inbound Shipment Via
LINELOG	BL Log Shipment Unit Detail
LOCNUSE	Local Non-Use Penalties
MFFNOTES	Host Transmission MFF Notes
MILCODES	Military Service Codes
MILEAGE	Rand-McNally Mileage Table
MILELOOK	Point-to-Point Mileage Lookups
MILGRADE	Military Ranks and Grades
MILSTAMP	MILSTAMP Mode Codes
MODES	Movement Mode Codes MT-364R
OORMILE	Route Planning Mileages
OPERATOR	Boolean Operators for Find
PASSACC	User Privileges at Menu Option
PASSLEV	Menu Options for Access
PASSWORD	User Passwords
PFSETUP	Report Forms Printer Setup
PODEST	Port Codes
PRINTERS	Supported Printers
PRSETUP	Configured Printers
QUANTITY	HazMat Units of Measure
RATEQUAL	Rate Qualifiers MT-364R
REGIONS	Consolidation Regions
RINPARM	RIN Parameters
RINS	Routing Instruction Notes
ROUTTYPE	Route Order Types
SEARCH	Search Utility Selectors
SECURITY	Security Codes
SEGMENT	EDI Segment Definitions
SERVICE	A/P Service Codes (MFTRP-1A)

Database	Description
SERVPARM	Service Costing Parameters
SETDEF	EDI Set Definitions
SHIPCLOS	Shipment Close-out Information
SHIPCORR	Correction Notice
SHIPDISA	Disability Costs for Shipment
SHIPEQPP	Equipment Provided by Carrier
SHIPFAIL	Carrier Service Failures
SHIPFORM	Formatted BL for Shipment
SHIPGBL	BL Data for a Shipment
SHIPHAZD	HazMat Data for Shipment Units
SHIPHIST	Shipment Processing History
SHIPLINE	Shipment Unit Detail
SHIPMAT	Units to Equipment Match-Up
SHIPMEMO	Formatted Memorandum Data
SHIPMOVE	Shipment Movement
SHIPPLAN	Shipment Routing Plans
SHIPRANK	Rated Carriers for a Shipment
SHIPRIN	Shipment RINs
SHIPRSEV	Rated services for a carrier
SHIPSERV	Shipment Services
SHIPSTOP	Shipment Stop-Offs
SHIPSVNP	Shipment Services Not Provided
SHIPVIA	Shipment Via
SPLCS	SPLCs and Associated Cities
STATDESC	Status Translation Description
STATES	State Abbreviations
STATUS	Shipment Status Codes
STCOUNTY	States and Counties
STD_DISA	Standard Disabilities By Site
SV_FL_LK	Service Failure Codes
TCMDFORM	Formatted TCMD

Database	Description
TCMDHAZD	TCMD HazMat Information
TCMDLINE	TCMD Shipment Unit Information
TCMDPLAN	TCMD Main Information
TDRCOPY	Discrepancy Information Copies
TDREQP	Discrepancy Equipment
TDRHIST	TDR History Log
TDRLINE	Discrepancy Shipment Units
TDRPLAN	Discrepancy Header
TDRSTAT	Discrepency Status Codes
TRANSET	Transaction Set
TRANSIT	DOD Standard Transit Times
UNCLASS	UN Classification Codes
UNNAID	UN/NA Hazardous Material Codes
UPDBF	Update Database
VESLSTAT	Bill Arrangements for Vessels

A.2 Hazardous Materials Classification Codes

Lists all hazardous materials classification codes as found in 49-CFR.

1.0 Class 1 - Explosives

1.1 Explosives with a mass explosive hazard

1.1A Explosives with a mass explosive hazard (primary explosive substance)

1.1B Explosives with a mass explosive hazard (Article containing primary explosive substance and not containing 2 or more protective features)

1.1C Explosives with a mass explosive hazard (Propellant explosive substance or other deflagrating explosive substance or article containing such explosive substance)

1.1D Explosives with a mass explosive hazard (Secondary detonating explosive substance or black powder or article containing a secondary detonating explosive substance, in each case without means of initiation and without a propelling charge, or article containing a primary explosive substance and containing two or more effective protective features.)

1.1E Explosives with a mass explosive hazard (Article containing a secondary detonating explosive substance, without means of initiation, with a propelling charge (other than one containing flammable liquid or hyperbolic liquid.))

1.1F Explosives with a mass explosive hazard (Article containing a secondary detonating explosive substance with its means of initiation, with a propelling charge (other than one containing flammable liquid or hyperbolic liquid.) or without a propelling charge.)

1.1G Explosives with a mass explosive hazard. Pyrotechnic substance or article containing a pyrotechnic substance, or article containing both an explosive substance and an illuminating, incendiary, tear-producing or smoke-producing substance (other than a water-activated article or one containing white

phosphorus, phosphide or flammable liquid or gel or hyperbolic fluid).

1.1J Explosives with a mass explosive hazard. Article containing both an explosive substance and flammable liquid or gel.

1.1L Explosives with a mass explosive hazard. Explosive substance or article containing an explosive substance and presenting a special risk (e.g., due to water-activation or presence of hyperbolic liquids, phosphides or pyrophoric substances) needing isolation of each type.

1.2 Explosives with a projection hazard

1.2B Explosives with a projection hazard. Article containing primary explosive substance and not containing 2 or more protective features.

1.2C Explosives with a projection hazard (Propellant explosive substance or other deflagrating explosive substance or article containing such explosive substance)

1.2D Explosives with a projection hazard (Secondary detonating explosive substance or black powder or article containing a secondary detonating explosive substance, in each case without means of initiation and without a propelling charge, or article containing a primary explosive substance and containing two or more effective protective features.)

1.2E Explosives with a projection hazard (Article containing a secondary detonating explosive substance, without means of initiation, with a propelling charge (other than one containing flammable liquid or hyperbolic liquid.))

1.2F Explosives with a projection hazard (Article containing a secondary detonating explosive substance with its means of initiation, with a propelling charge (other than one containing flammable liquid or hyperbolic liquid.) or without a propelling charge.)

1.2G Explosives with a projection hazard. Pyrotechnic substance or article containing a pyrotechnic

substance, or article containing both an explosive substance and an illuminating, incendiary, tear-producing or smoke-producing substance (other than a water-activated article or one containing white phosphorus, phosphide or flammable liquid or gel or hyperbolic fluid).

1.2H Explosives with a projection hazard. Article containing both an explosive substance and white phosphorus.

1.2J Explosives with a projection hazard. Article containing both an explosive substance and flammable liquid or gel.

1.2K Explosives with a projection hazard. Article containing both an explosive substance and a toxic chemical agent.

1.2L Explosives with a projection hazard. Explosive substance or article containing an explosive substance and presenting a special risk (e.g., due to water-activation or presence of hyperbolic liquids, phosphides or pyrophoric substances) needing isolation of each type.

1.3 Explosives with predominantly a fire hazard

1.3C Explosives with predominantly a fire hazard (Propellant explosive substance or other deflagrating explosive substance or article containing such explosive substance)

1.3F Explosives with predominantly a fire hazard (Article containing a secondary detonating explosive substance with its means of initiation, with a propelling charge (other than one containing flammable liquid or hyperbolic liquid.) or without a propelling charge.)

1.3G Explosives with predominantly a fire hazard. Pyrotechnic substance or article containing a pyrotechnic substance, or article containing both an explosive substance and an illuminating, incendiary, tear-producing or smoke-producing substance (other than a water-activated article or one containing white phosphorus, phosphide or flammable liquid or gel or hyperbolic fluid).

1.3H Explosives with predominantly a fire hazard. Article containing both an explosive substance and white phosphorus.

1.3J Explosives with predominantly a fire hazard. Article containing both an explosive substance and flammable liquid or gel.

1.3K Explosives with predominantly a fire hazard. Article containing both an explosive substance and a toxic chemical agent.

1.3L Explosives with predominantly a fire hazard. Explosive substance or article containing an explosive substance and presenting a special risk (e.g., due to water-activation or presence of hyperbolic liquids, phosphides or pyrophoric substances) needing isolation of each type.

1.4 Explosives with no significant blast hazard

1.4B Explosives with no significant blast hazard. Article containing primary explosive substance and not containing 2 or more protective features.

1.4C Explosives with no significant blast hazard (Propellant explosive substance or other deflagrating explosive substance or article containing such explosive substance)

1.4D Explosives with no significant blast hazard (Secondary detonating explosive substance or black powder or article containing a secondary detonating explosive substance, in each case without means of initiation and without a propelling charge, or article containing a primary explosive substance and containing two or more effective protective features.)

1.4E Explosives with no significant blast hazard (Article containing a secondary detonating explosive substance, without means of initiation, with a propelling charge (other than one containing flammable liquid or hyperbolic liquid.))

1.4F Explosives with no significant blast hazard (Article containing a secondary detonating explosive substance with its means of initiation, with a propelling charge

(other than one containing flammable liquid or hyperbolic liquid.) or without a propelling charge.)

1.4G Explosives with no significant blast hazard. Pyrotechnic substance or article containing a pyrotechnic substance, or article containing both an explosive substance and an illuminating, incendiary, tear-producing or smoke-producing substance (other than a water-activated article or one containing white phosphorus, phosphide or flammable liquid or gel or hyperbolic fluid).

1.4S Explosives with no significant blast hazard (Substance or article so packed or designed that any hazardous effects arising from accidental functioning are limited to the extent that they do not significantly hinder or prohibit fire fighting or other emergency response efforts in the immediate vicinity of the package.)

1.5 Very insensitive explosives

1.5D Very insensitive explosives (Secondary detonating explosive substance or black powder or article containing a secondary detonating explosive substance, in each case without means of initiation and without a propelling charge, or article containing a primary explosive substance and containing two or more effective protective features.)

1.6 Extremely insensitive explosive articles

1.6N Extremely insensitive explosive articles (Articles containing only extremely insensitive detonating substances.)

2.0 Class 2 - Gases

2.1 Flammable gases
2.2 Nonflammable gases
2.3 Poison gases
2.4 Corrosive gases (Canadian)

3.0 Class 3 - Flammable liquids

3.1 Flashpoint below -18 degrees C (0 degrees F)
3.2 Flashpoint -18 degrees C and above but less than 23 degrees C (73 degrees F)

3.3 Flashpoint of 23 degrees C and up to 61 degrees C (141 degrees F)

4.0 Class 4 - Flammable solids; Spontaneously combustible materials; and Materials that are dangerous when wet

4.1 Flammable solids
4.2 Spontaneously combustible materials
4.3 Materials that are dangerous when wet

5.0 Class 5 - Oxidizers and Organic peroxides

5.1 Oxidizers
5.2 Organic peroxides

6.0 Class 6 - Poisonous and Etiologic (Infectious) materials

6.1 Poisonous materials
6.2 Etiologic (infectious) materials

7.0 Class 7 - Radioactive materials

8.0 Class 8 - Corrosives

9.0 Class 9 - Miscellaneous hazardous materials

A.3 Disability Codes

Lists the four types of standard disability costs.

Code	Description	Rating Method
A	Commercial Switching Cost	Per Car
B	Direct Cost, Handling Equipment	Per CWT
C	Direct Cost, Blocking and Bracing	Per CWT
D	Drayage Cost	Per CWT

A.4 Rate Qualifiers

Lists all valid rate qualifier codes as found in MT Form 364-R instructions.

Code	Description of Rating Method
BB	Per Barrel
DH	Per CWT Per Dromedary Service
DL	Per Dromedary Service
DZ	Per CWT Per Mile Per Dromedary Service
PC	Per Rail Car Used
PG	Per Gallon
PH	Per CWT
PJ	Per Mile Per Vehicle Moved
PL	Per Vehicle Used
PM	Per Mile Per Vehicle Used
PQ	Percent of Class Rates
PV	Per Vehicle Moved
PY	Per Gallon Per Mile
PZ	Per CWT Per Mile
ST	Per Short Ton

A.5 Non-Use Reasons / Service Failures

Lists all of the codes that are used to indicate why a carrier was not used for a shipment. A "No" in the failure column indicates no service failure is charged against the carrier if this reason code is used.

Code	Description	Failure
1	Traffic Distribution	No
2	Excusable Refusal	No
3	Disability cost at orig offsets lower rail cost	No
4	Disability cost at dest offsets lower rail cost	No
5	Orig and dest disability cost offset rail cost	No
6	Ship/Recv Facil unable to accommodate rail service	No
7	Ship/Recv Facil unable to accommodate motor service	No
8	Lower cost rail service unavail - due to strike	No
9	Lower cost motor service unavail - due to strike	No
10	Contract requires specific requested mode	No
11	FOB contractor plant not on a private siding	No
12	Low cost not used to prevent double handling	No
13	Low cost not used in order to use carrier on site	No
14	Disability cost at orig offset lower air taxi cost	No
15	Disability cost at dest offset lower air taxi cost	No
16	Low cost carrier unable to meet service require	No
17	Low cost carrier in nonuse status	No
18	Low cost Carrier Unable to Meet RDD	No
A	Failure to Pick Up at Origin as Scheduled	Yes
B	Improper or Inadequate Equipment	Yes
C	Shipment Refusal	Yes
D	No Pickup Shpmnt, Inadeq Equip, Shpmt Ref	Yes
E	Failure to Provide Protective Service	Yes
F	Failure to Provide Signature and Tally Record	Yes
G	Time-In-Transit	Yes
H	Mishandling Freight	Yes

Code	Description	Failure
I	Loss or Damage	Yes
J	Improper Routing	Yes
K	Use of Bad Language or Offensive Conduct	Yes
L	Equip,Facil,Personnel Fail Meet Govt Safety Stds	Yes
N	Expired Carrier Exemptn, Permits, Or Author (F,S,L)	Yes
P	Drug/alcohol/firearm abuse	Yes
S	Failure to Comply w/ DOT,ICC,FAA,DoD Rgltns (F/S)	Yes
Z	No Longer Interested in DoD Traffic	Yes

A.6 GBL Cancellation Codes

Lists all of the reasons codes for cancelling a GBL.

Code	Description of Reason
C1	GBL lost by contractor
C2	Lost by shipper
C3	Damaged
C4	Misprinted
C5	Over aged
C6	Destination changed
C7	Preparation error
C8	GBL used, memo copy, and shipment data lost
C9	Other, see file copy of GBL

A.7 Status Codes

Lists all of the shipment status codes used by the system with a description of their meaning. There are three sets of status codes used in the CFM Field/Receiver Module system. The first set applies only to *outbound* shipments, the second only to *inbound* shipments, the third set only to transportation discrepancy reports (TDRs).

Make sure that you consult the appropriate table when searching for status codes.

A.7.1 Shipment Unit Status Codes

Code	Description
000	Unassigned CFM shipment unit with no errors.
001	Unassigned en route WPS shipment unit with no errors.
005	Unassigned on-hand WPS shipment unit with no errors.
100	Unassigned CFM shipment unit with errors.
101	Unassigned en route WPS shipment unit with errors.
105	Unassigned on-hand WPS shipment unit with errors.
500	Assigned CFM shipment unit with no errors.
501	Assigned en route WPS shipment unit with no errors.
505	Assigned on-hand WPS shipment unit with no errors.
606	Assigned CFM shipment unit with errors.

Code	Description
601	Assigned en route WPS shipment unit with errors.
605	Assigned on-hand WPS shipment unit with errors.

A.7.2 Outbound Shipment Status Codes

Code	Description
1000	New shipment in request entry process
1100	Shipment in request entry process with errors
2000	Shipment ready for routing and ranking by host
2100	Shipment sent to host for routing and ranking
2200	Shipment amended, waiting for more rated carriers
2999	Shipment removed from host - (Call host personnel)
3000	Shipment returned from host with carriers
3100	No (more) rated carriers found for shipment
4000	Host rated shipment, ready for BL edit
4010	User rated shipment, ready for BL edit
4100	Host rated shipment with BL errors found
4110	User rated shipment with BL errors found
4500	Host rated shipment ready for BL print
4510	User rated shipment ready for BL print
5000	Host rated shipment with BL printed
5010	User rated shipment with BL printed
5100	Host rated w/errors original BL transfer to host
5110	User rated w/errors original BL transfer to host
5200	Host rated, waiting for orig. BL apprvl. from host
5210	User rated, waiting for orig. BL apprvl. from host
5500	Host rated with original BL approved by host
5510	User rated with original BL approved by host
6000	Host rated shipment closed or canceled
6010	User rated shipment closed or canceled
6100	Host rated w/errors final BL transfer to host

Code	Description
6110	User rated w/errors final BL transfer to host
6200	Host rated, waiting for final BL apprvl. from host
6210	User rated, waiting for final BL apprvl. from host
6500	Host rated with final BL approval from host
6510	User rated with final BL approval from host
6550	Shipment ready for offline archive
6560	BL canceled before it was printed
7000	Host rated and archived from system
7010	User rated and archived from system
7050	Offline archived and archived from system
7060	BL canceled before it was printed, then archived

A.7.3 Inbound Shipment Status Codes

Code	Description
5000	Advance notice of BL received, wait for movement
5010	Manual BL received, wait for movement
5100	Error in advance notice of movement
5110	Manual BL with an error
5500	Equipment for BL is confirmed moving
5510	Manual BL equipment is confirmed moving
6000	Partial close out of equipment for BL
6010	Manual BL with partial close-out of equipment
6100	Errors in close out of BL (See error report)
6110	Manual BL with errors in close out of BL
6200	Ready to send close out data to Host
6210	Manual BL ready to send close out data to Host
6500	Completed BL close out / Ready for archive
6510	Manual BL completed close out / Ready for archive
6600	Movement canceled at origin
7000	Movement archived from system
7010	Manual BL movement archived from system
7600	Canceled movement archived from system

A.7.4 Transportation Discrepancy Report Status Codes

Code	Description
1010	Created/Edit TDR RFI
1020	Created/Edit TDR Init. Notification
1030	Created/Edit TDR Miscellaneous Problems
1110	RFI Created/Edited With Errors
1120	Init. Notification Created/Edited With Errors
1130	Misc. Problems Created/Edited With Errors
2010	RFI Ready to Send to Host
2020	Init. Notification Ready to Send to Host

Code	Description
2030	Misc. Problems Ready to Send to Host
2110	RFI Errors found at Host
2120	Init. Notification Errors found at Host
2130	Misc. Problems Errors found at Host
2210	RFI Sent, Waiting for a Reply
2220	Init. Notification Sent, Waiting for a Reply
2230	Misc. Problems Sent, Waiting for a Reply
2510	RFI Received, Needs Reply Added
2520	Init. Notification Received, Needs Reply Added
2530	Misc. Problems Received, Needs Reply Added
3010	RFI Reply Added, Ready to Send to Host
3110	RFI Reply Has Errors
3210	RFI Reply Sent
3510	RFI Reply Received, Needs Review
4010	RFI Reviewed, Ready for Collation
5010	RFI Collated, Ready to send to Claims
5110	Errors Found in TDR Claim Sent To Host
5210	TDR Claim Sent To Host
5510	362 Claim Received, Ready for Closing
6010	RFI Closed / Canceled Ready to Send to Host
6020	Init. Notification Closed / Canceled Ready to Send
6030	Misc. Problems Closed / Canceled Ready to Send
6510	RFI Closed / Canceled, Ready for Archive
6520	Init. Notification Closed/Canceled, Ready for Arch
6530	Misc. Problems Closed / Canceled, Ready for Archive
7010	RFI Archived
7020	Init. Notification Archived
7030	Misc. Problems Archived

A.8 Shipment Error Codes

The following lists describe the shipment error codes and a description of their meaning with suggestions for correction.

A.8.1 Shipment Unit Error Codes

The following table lists the shipment unit error codes.

Code	Description
0100	Duplicate TCN or Invalid TCN Format - Edit TCN.
0101	System Error - Sys-ID error for Shipment Unit. This system error should be reported to Customer Support.
0102	System Error - Missing TCN. This system error should be reported to Customer Support.
0103	Missing Commodity Code in shipment unit. Edit the Shipment unit record and add a valid commodity code to either the NMFC or UFC commodities. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0104	Invalid NMFC Commodity Code in shipment unit. Edit the shipment unit and enter a valid NMFC commodity code. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0105	Invalid UFC Commodity Code in shipment unit. Edit the shipment unit and enter a valid UFC commodity code. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0106	Missing/Invalid Unit of Measure in shipment unit. Edit the Shipment unit record and enter the unit of measure after the total quantity. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0107	Missing Total Quantity in shipment unit. Edit the shipment unit record and enter the total quantity. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.

Code	Description
0108	Missing Number of Packages in shipment unit. Edit the shipment unit record and enter the number of packages. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0109	Missing/Invalid Container Type in shipment unit. Edit the shipment unit record and enter a valid type of container code. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0110	Missing Length in shipment unit. If one dimension is entered, all dimensions must be entered. Edit the shipment unit record and enter the length of the package. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0111	Missing Width in shipment unit. If one dimension is entered, all dimensions must be entered. Edit the shipment unit record and enter the width of the package. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0112	Missing Height in shipment unit. If one dimension is entered, all dimensions must be entered. Edit the shipment unit record and enter the height of the package. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0113	Missing Total Cubic Feet in shipment unit. Edit the shipment unit and enter the total cube in cubic feet. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0114	Invalid HazMat Flag in shipment unit. Edit the shipment unit whose TCN is displayed and enter a "Y" or "N" in the HazMat field.
0115	Missing Appropriation in shipment unit. Correct this by selecting the "Unit" menu option on Request Entry and add an appropriation to the shipment unit whose TCN is displayed.
0116	Missing/Invalid TP in shipment unit. Each shipment unit must have a transportation priority. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.

Code	Description
0117	Missing/Invalid Availability Date in shipment unit. Each shipment unit must have a availability date for moving. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0118	Missing/Invalid Desired Delivery Date in shipment unit. Each shipment unit must have a desired or required delivery date. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0120	Missing Bumper Number in shipment unit. Edit the shipment unit record and enter the Vehicle Bumper Identification Number. The bumper No. is required for package type VE and VO. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0121	Bulk Liquid Commodity for UOM Mismatch. The Unit of Measure (UOM) for the shipment unit must be "G" or "B" for the commodities 999915 or U99915 for bulk liquids. Either edit the shipment unit UOM or the commodities. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0122	Invalid POE in shipment unit. The shipment unit Point of embarkation is not in the ports reference table. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
0123	Invalid POD in shipment unit. The shipment unit Point of debarkation is not in the ports reference table. Correct this by selecting the "Unit" menu option on Request Entry and editing the POD on the shipment unit whose TCN is displayed.
0151	Commodity/Packaging mismatch in unit. Packaging does not apply to the following commodity codes: 999915, U99915, 155250.
0152	Mixed UOM types not allowed in units. Mixed units of measure (e.g., pounds and gallons) are not allowed. Correct the problem by making units of measure consistent across shipment units. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.

Code	Description
0153	Missing HazMat data for shipment unit. The shipment unit is marked as hazardous but no HazMat data was entered. Correct the problem by changing the HazMat flag or by entering the HazMat data for the unit. Select the "Unit" menu option on Request Entry and edit the shipment unit whose TCN is displayed.
0154	Missing/Invalid Stop-Off for shipment unit. Edit the line item and enter the number of the stop off or put in "99" to indicate final destination.
0155	Missing Address Code For xxxxxxx in shipment unit. Edit the shipment unit and enter the Address code for data displayed.
0157	No Shipment Unit found for movement destination. No shipment units were set for delivery to the destination on the movement. Correct by marking at least one shipment unit to be delivered at the final destination. Use the "Unit" menu option on Request Entry and edit the shipment unit whose TCN is displayed.
0158	No Shipment Unit found for movement origin. No shipment units were set for pickup from the origin on the movement. Correct by marking at least one shipment unit as deliverable from the origin. Use the "Unit" menu option on Request Entry and edit the shipment unit whose TCN is displayed.
0180	Missing Title for Billing Office Address. The ADDRESS information for the shipment unit billing office is missing a title in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.
0181	Missing City for Billing Office Address. The ADDRESS information for the shipment unit billing office is missing a city name in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.

Code	Description
0182	Missing State for Billing Office Address. The ADDRESS information record for the shipment unit billing office is missing a State abbreviation in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.
0183	Missing ZIP for Billing Office Address. The ADDRESS information for the shipment unit billing office is missing a ZIP Code in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.
0184	Missing Country for Billing Office Address. The ADDRESS information for the shipment unit billing office is missing a Country Code in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.
0185	Missing DODAAC for Billing Office Address. The ADDRESS information for the shipment unit billing office is missing the DODAAC in the address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.
0186	Missing/Invalid Address code for xxxxxx in shipment unit. Edit the shipment unit and edit the address code displayed.

Code	Description
0192	Shipment UOM / Shipment Unit UOM Mismatch. The shipment unit of measure (UOM) must be consistent with all shipment units' unit of measure. Edit the shipment request unit of measure by selecting the "Edit" menu option or edit the shipment units ("Units" menu option) so that the unit of measure is the same for all shipment units.
0193	Shipment Quantity / Shipment Unit Mismatch. The total quantity of the shipment units exceeds the shipment requested total quantity. The shipment units' total quantity and their associated pallet, dunnage, and skid weight add up to the shipment movement weight. Edit the shipment request total quantity by selecting the "Edit" menu option or edit the shipment units so that the total quantities are equal.
0194	Shipment Security Risk / Unit Mismatch. The shipment security risk is less than a shipment units' security risk. Either edit the shipment request security risk by selecting the "Flags" menu option or edit the shipment units so that the security risks are compatible.
0195	Shipment HazMat / Unit HazMat Mismatch. The shipment HazMat Flag does not match the shipment units HazMat Flag(s). Either edit the shipment request HazMat Flag by selecting the "Flags" menu option or edit the shipment unit so that the HazMat Flags are equal.
0201	Unit/SubUnit Mismatch of Dates Ranges. Either the subunit's availability date is after the main unit's availability date or the subunit's desired delivery date is before the main unit's desired delivery date. Correct this by highlighting the TCN containing the subunit(s), selecting "Utils", then "Sub-Units" and correcting the information in the sub-unit displayed.
0202	Unit/SubUnit Mismatch of Units of Measure. Correct this by highlighting the TCN containing the subunit(s), selecting "Utils", then "Sub-Units" and correcting the information in the sub-unit displayed.
0203	Unit/SubUnit Has Errors. The sub-unit has errors that need correcting. Correct this by highlighting the TCN containing the subunit(s), selecting "Utils", then "Sub-Units" and correcting the information in the sub-unit displayed.
0280	Unit/SubUnit Mismatch of Total Quantity. The sum of quantities for all sub-units is greater than of the main unit. Correct this by highlighting the TCN containing the subunit(s), selecting "Utils", then "Sub-Units" and correcting the information in the sub-unit displayed.

Code	Description
0281	Unit/SubUnit Mismatch of Pallet/Dunnage/Skid Weights. The sum of pallet weights or dunnage weights or skid weights of all sub-units is greater than that of the main unit. Correct this by highlighting the TCN containing the subunit(s), selecting "Utils", then "Sub-Units" and correcting the information in the sub-units.
0282	Unit/SubUnit Mismatch of HazMat Flag. The HazMat flag of the sub-units does not match the main unit. Correct this by highlighting the TCN containing the subunit(s), selecting "Utils", then "Sub-Units" and correcting the information in the sub-units.
0501	Missing HazMat Identification Number. Edit the HazMat record and enter a valid UN or NA ID number by highlighting the Hazardous Material in question and use the "Edit" function and then the "HazMat" function.
0502	Invalid UN/NA ID specified in HazMat. Edit the HazMat record and enter a valid UN or NA ID number by highlighting the Hazardous Material in question and use the "Edit" function.
0503	Missing/Invalid UN Class Code in HazMat. Edit the HazMat record and enter a valid UN classification code by highlighting the Hazardous Material in question and use the "Edit" function.
0504	Missing Total Quantity for HazMat. Edit the HazMat record and enter the total HazMat quantity by highlighting the Hazardous Material in question and use the "Edit" function.
0505	Missing Units for Total HazMat Quantity. Edit the HazMat record and enter the unit of measure for the total HazMat quantity by highlighting the Hazardous Material in question use the "Edit" function.
0506	Missing Proper Shipping Name for HazMat. Edit the HazMat record and enter the proper shipping name by highlighting the Hazardous Material in question and use the "Edit" function.
0507	Invalid Unit of Measurement in HazMat. The Hazardous Material display has a unit of measure which is invalid. Edit the HazMat information by highlighting the Hazardous Material in question and use the "Edit" function.
0508	Invalid UOM EDI conversion. This system error should be reported to Customer Support.

Code	Description
0509	Reportable Quantity / Units Mismatch. Either you have entered a HazMat reportable quantity without the units or the units without the reportable quantity. Edit the HazMat information by highlighting the Hazardous Material in question and use the "Edit" function.
0510	Net Explosive Quantity / Units Mismatch. Either you have entered the HazMat net explosive quantity without the units or the units without the net explosive quantity. Edit the HazMat information by highlighting the Hazardous Material in question and use the "Edit" function.
0600	Invalid/Missing Year of POV. The year of the POV must fall within valid ranges (00-99). Edit the POV information by selecting the POV menu option off of the unit edit and correcting the data.
0601	Invalid/Missing Make of POV. The make of the POV is the manufacture of the vehicle (FORD,VW,etc). This is manidatory info for a POV. Edit the POV information by selecting the POV menu option off of the unit edit and correcting the data.
0602	Invalid/Missing Model of POV. The model of the POV is the type of car under that manufacturer with any descriptive comments. (IE BERETTA, TAURUS-2DOOR, CELICA, etc.) Edit the POV information by selecting the POV menu option off of the unit edit and correcting the data.
0603	Invalid/Missing SSN of member for POV. The social security number of the member who owns the POV is manditory. Edit the POV information by selecting the POV menu option off of the unit edit and correcting the data.
0604	Invalid/Missing L-Name of Membr for POV. Each POV must have the members last name. Edit the POV information by selecting the POV menu option off of the unit edit and correcting the data.
0605	Invalid/Missing F-Name of Membr for POV. Each POV must have the members First Name. Edit the POV information by selecting the POV menu option off of the unit edit and correcting the data.
0606	Mismatch POV with Package Type. The package type for the unit must be VE or VO for POV units. Either edit the unit package type by selecting "Edit" from the menu or remove all POV information by selecting the menu option "POV".

Code	Description
0700	Invalid/Missing GOV VIN. If GOV information is entered on a unit and the package type is VE or VO then a VIN / Serial Number must be entered. Edit the GOV information by selecting the "Edit" menu option.
0701	Invalid/Missing GOV Bummper Number. If GOV information is entered and the package type is a Container VAN (starting with A,X,Y,Z) then the van number for the GOV container is required in the bumper field. Edit the GOV information by selecting the "Edit" menu option.
0800	The unit has both GOV and POV information entered. The unit can only be one of the other. Either remove the GOV information by selecting the "EDIT" menu option or remove the POV information by selecting the "POV" menu option.
0801	Unit Requires either POV/GOV/Container info. The unit package type is a vehicle or Container Van. This requires either a POV, GOV, or container information to be entered. Correct by either editing the package type or entering the POV / GOV / Container information.

A.8.2 Outbound Shipment Error Codes

The following list describes the error codes that the Field Module generates when data does not pass validation. The error codes are organized by number into the following categories:

1000's Shipment Request Errors
4000's BL Errors
5000's Correction Notice Errors
6000's Close/Cancel BL Errors

Code	Description
0164	Unit/SubUnit Mismatch of Hazardous Flag. If any sub-unit has a HazMat flag set to "Y", then the main unit should have the HazMat flag set to "Y". Correct this by highlighting the TCN containing the subunit(s) and selecting "Edit" to change the HazMat flag for this TCN.
1001	System Error -- Sys-ID error for Movement. This system error should be reported to Customer Service.
1002	System Error -- Status Code not set. This system error should be reported to Customer Service.

Code	Description
1003	Missing Agency ID. The local Agency ID is commonly the lead TCN for the shipment. Add the data element to the shipment request by selecting the "Edit" menu option.
1004	Missing Military Service Code. Enter the Military Service Code sponsoring the shipment request by selecting the menu option "Edit".
1005	Missing Transportation Priority. Enter the Transportation Priority for the shipment request or each shipment unit by selecting the "Edit" menu option.
1006	Missing Availability Date. Add the Availability Date to the shipment request or each shipment unit by selecting the "Edit" menu option.
1007	Missing Desired Delivery Date. Add the desired or required delivery date to the shipment request or each shipment unit by selecting the "Edit" menu option.
1008	DDD/RDD prior to the Availability Date. Edit the Availability or Desired Delivery Date(s) of all shipment units so that all availability dates are on or before the desired/required delivery dates. Select the "Edit" then the "Unit" menu options to make the necessary changes.
1009	Missing/Invalid Commodity Code. Enter or edit the commodity code(s) to the shipment request or each shipment unit by selecting the "Edit" menu option.
1010	Missing Total Quantity. The quantity is either the total weight, total number of gallons, or total number of barrels for the shipment request. Enter the quantity to the shipment request or each unit by selecting the "Edit" menu option.
1011	Missing/Invalid Units of Measure. Valid units of measure are 'P' for Pounds, 'G' for Gallons, or 'B' for Barrels. Enter a valid unit of measure for the shipment request or each unit by selecting the "Edit" menu option.
1012	Missing Total Cubic Feet. Enter the total cubic feet for the shipment request or each unit by selecting the "Edit" menu option.
1013	Missing/Invalid HazMat Flag. Edit the Shipment HazMat Flag by entering 'Y' for a HazMat shipment or 'N' for a non-HazMat shipment under the "Edit," then "Unit" menu option.
1014	Missing/Invalid Export Shipping Flag. Edit the shipment request Export Shipment Flag by selecting the "Flags" menu option.

Code	Description
1015	Missing/Invalid Export Shipment Type The shipment flag Export must be set to 'Y' to enter in the shipment export type. Valid export types include: 'A' = FMS, 'B' = Grant Aid, 'C' = DoD, 'D' = Other". Edit the export flag and or enter a valid type by selecting the menu option "Flags".
1016	Missing/Invalid Pre-Pay and Add Flag. Enter a 'Y' if Pre-Pay and Add, 'N' if not. Edit the data element on the shipment request by selecting the "Flags" menu option.
1017	Missing Requestor Name. Add the data element to the shipment request by selecting the "Edit" menu option.
1018	Missing Requestor Phone Number. Add the data element to the shipment request by selecting the "Edit" menu option.
1019	Missing Requestor FAX Number. Add the data element to the shipment request by selecting the "Edit" menu option.
1020	System Error - Entered Date not set. This system error should be reported to Customer Support.
1021	Missing Route Order Code. Enter the route order code by selecting the menu option "Edit" and entering a route order code at the RO prompt.
1100	Missing/Invalid Origin Address Code. Edit the data element to the shipment request by selecting the "Edit" menu option.
1101	Missing City, State, ZIP in Origin Address. Edit the request and put an asterisk in the Origin Address Code. Edit the Address record that matches the Origin Address and enter the city, state, and ZIP for the shipping address information.
1102	Missing City, State, ZIP in Shipper Address. Edit the request and put an asterisk in the Shipper Address Code. Edit the ADDRESS record that matches the Shipper Address and enter all information.
1103	Missing/Invalid SPLC in Origin Address. Edit the request and put an asterisk in the Origin Address Code. Edit the Address record that matches the Origin Address and enter all information.
1104	Missing/Invalid Shipper Address Code. Edit the request and change the Shipper Address Code to a valid code, or add the code to the ADDRESS file.
1110	Missing/Invalid Destination Address Code. Edit the request and change the Destination Address Code to a valid code, or add the code to the ADDRESS file.

Code	Description
1111	Missing City, State, ZIP in Destination Address. Edit the request and put an asterisk in the Destination Address Code. Edit the ADDRESS record that matches the Destination Address and enter all information.
1112	Missing City, State, ZIP in Consignee Address. Edit the request and put an asterisk in the Consignee Address Code. Edit the ADDRESS record that matches the Consignee Address and enter all information.
1113	Missing/Invalid SPLC in Destination Address. Edit the request and put an asterisk in the Destination Address Code. Edit the Address record that matches the Destination Address and enter all information.
1114	Missing/Invalid Consignee Address Code. Edit the request and change the Consignee Address Code to a valid code, or add the code to the ADDRESS file.
1115	Missing/Invalid Issuing Office Address Code. Edit the site configuration under the Reference Files menu and change the Issuing Office Address Code to a valid code, or add the code to the ADDRESS file. You will need to completely re-enter the shipment request.
1117	Missing City, State, ZIP in Issuing Office Address. Edit the site configuration from the reference file menu and put an asterisk in the issuing office Address Code. Edit the ADDRESS record that matches the issuing office Address and enter all information. You will need to completely re-enter the shipment request.
1118	Origin Address missing mode information. Each address code must have the mode Address definition for motor type "B". Edit the request and put an asterisk in the Origin Address Code. Edit the Address record that matches the Origin Address by entering a mode definition for motor "B".
1119	Destination Address missing mode information. Each address code must have the mode Address definition for motor type "B". Edit the request and put an asterisk in the Destination Address Code. Edit the Address record that matches the Destination Address by entering a mode definition for motor "B".
1200	Routing Plan requires equipment. At least one piece of equipment must be present for a routing plan. Add the equipment by selecting the menu option "Plan" and then using the "Equip" option, edit the requested equipment and indicate whether the equipment is to be loaded to capacity or not.
1201	System Error - Sys-ID for Requested Equipment. This system error should be reported to Customer Support.

Code	Description
1204	Missing Full Visible Capacity Flag. Edit the equipment by selecting the menu option "Plan" and then using the "Equip" option, edit the requested equipment and indicate whether the equipment is to be loaded to capacity or not.
1205	Missing/Invalid Equipment Code. Edit the equipment by selecting the menu option "Plan" and then using the "Equip" option, edit the requested equipment and enter an equipment code.
1206	Equipment Code does not match Plan modes The type of equipment requested does not match the routing plan movement modes. Edit the equipment by selecting the menu option "Plan" and then using the "Equip" option, edit the requested equipment and enter an equipment code.
1207	Bulk Liquid to Requested Equipment Mismatch. The shipment unit of measure (UOM) does not match the type of Equipment requested. If you select Gallons or Barrels for UOM then the equipment requested must be AT(1-3), KT(1-3) or WG,WI,WK. Either edit the shipment UOM by selecting the "Edit" menu option or edit the equipment requested. Edit the equipment by selecting the menu option "Plan" and then using the "Equip" option, edit the requested equipment and enter an equipment code.
1208	Equip. Needs Re-editing Please Re-edit. The summary of shipment units for this equipment has not performed correctly. Re-edit the equipment by selecting the equipment and editing.
1250	Must have at least one routing plan. A shipment requires at least one routing plan to move the shipment. Add a routing plan by select the "Plans" menu option and adding a plan with its equipment.
1251	System Error - Sys-ID error for Plan. This system error should be reported to Customer Support.
1252	Routing Plan must have a movement mode. This system error should be reported to Customer Support.
1301	System Error - Sys-ID error for Shipment Unit. This system error should be reported to Customer Support.
1302	Shipment unit has errors. Shipment cannot be completed until errors are resolved for the unit. To resolve select "Unit" and then "Edit" on the displayed TCN and fix the errors.

Code	Description
1303	Missing Commodity Code in shipment unit. Edit the Shipment unit record and add a valid commodity code to either the NMFC or UFC commodities. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1304	Invalid NMFC Commodity Code in shipment unit. Edit the shipment unit and enter a valid NMFC commodity code This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1305	Invalid UFC Commodity Code in shipment unit. Edit the shipment unit and enter a valid UFC commodity code. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1306	Missing/Invalid Unit of Measure in shipment unit. Edit the Shipment unit record and enter the unit of measure after the total quantity. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1307	Missing Total Quantity in shipment unit. Edit the shipment unit record and enter the total quantity. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1308	Missing Number of Packages in shipment unit. Edit the shipment unit record and enter the number of packages. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1309	Missing/Invalid Container Type in shipment unit. Edit the shipment unit record and enter a valid type of container code. This is done by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1310	Missing Length in shipment unit. If one dimension is entered, all dimensions must be entered. Edit the shipment unit record and enter the length of the package. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1311	Missing Width in shipment unit. If one dimension is entered, all dimensions must be entered. Edit the shipment unit record and enter the width of the package. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.

Code	Description
1312	Missing Height in shipment unit. If one dimension is entered, all dimensions must be entered Edit the shipment unit record and enter the height of the package. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1313	Missing Total Cubic Feet in shipment unit. Edit the shipment unit and enter the total cube in cubic feet. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1314	Invalid HazMat Flag in shipment unit. Edit the shipment unit whose TCN is displayed and enter a "Y" or "N" in the HazMat field.
1315	Missing Appropriation in shipment unit. Correct this by selecting the "Unit" menu option on Request Entry and add an appropriation to the shipment unit whose TCN is displayed.
1316	Missing/Invalid TP in shipment unit. Each shipment unit must have a transportation priority. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1317	Missing/Invalid Availability Date in shipment unit. Each shipment unit must have a availability date for moving. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1318	Missing/Invalid Desired Delivery Date in shipment unit. Each shipment unit must have a desired or required delivery date. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1319	Missing VIN in shipment unit. Edit the shipment unit record and enter the Vehicle Identification Number. The VIN is required for package types VE or VO. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1320	Missing Bumper Number in shipment unit. Edit the shipment unit record and enter the vehicle Bumper / Container / Dromedary Identification Number for this government owned equipment. Bumper numbers are required for package types A_, X_, Y_, Z_. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.

Code	Description
1321	Bulk Liquid Commodity for UOM Mismatch. The Unit of Measure (UOM) for the shipment unit must be "G" or "B" for the commodities 999915 or U99915 for bulk liquids. Either edit the shipment unit UOM or the commodities. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1322	Invalid POE in shipment unit. The shipment unit Point of embarkation is not in the ports reference table. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1323	Invalid POD in shipment unit. The shipment unit Point of debarkation is not in the ports reference table. Correct this by selecting the "Unit" menu option on Request Entry and editing the POD on the shipment unit whose TCN is displayed.
1330	Invalid FOB in shipment unit. The shipment unit FOB location is not in the address reference table. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1331	Missing Title for FOB Point Address. The ADDRESS information for the shipment unit Freight on Board Point (FOB Pt.) is missing a title in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the FOB Pt Address code and enter an asterisk. This will display the address selection list with the address you need close by. Highlight the address needing correction and select Edit. Then select "addRess" to correct the data.
1332	Missing City for FOB Point Address. The ADDRESS information for the shipment unit Freight on Board Point (FOB Pt) is missing a city name in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the FOB Pt Address code and enter an asterisk. This displays the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then select "addRess" to correct the data.

Code	Description
1333	Missing State for FOB Point Address. The ADDRESS information record for the shipment unit Freight on Board Point (FOB Pt) is missing a State abbreviation in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the FOB Pt Address code and enter an asterisk. This displays the address selection list with the address you need to correct close by. Select the address to correct and select Edit, then select "addRess" to correct the data.
1334	Missing ZIP for FOB Point Address. The ADDRESS information for the shipment unit Freight on Board Point (FOB Pt) is missing a ZIP Code in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the FOB Pt Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then select "addRess" to correct the data.
1335	Missing Country for FOB Point Address. The ADDRESS information for the shipment unit Freight on Board Point (FOB Pt) is missing a Country Code in the Consignee or Mailing address. Edit the ADDRESS information and correct this. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the FOB Pt Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then select "addRess" to correct the data.
1336	Missing DODAAC for FOB Point Address. The ADDRESS information for the shipment unit Freight on Board Point (FOB Pt) is missing the DODAAC in the address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the FOB Pt Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then select "addRess" to correct the data.

Code	Description
1352	Mixed UOM types not allowed in units. Mixed units of measure (e.g., pounds and gallons) are not allowed. Correct the problem by making units of measure consistent across shipment units. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1353	Missing HazMat data for shipment unit. The shipment unit is marked as hazardous but no HazMat data was entered. Correct the problem by changing the HazMat flag or by entering the HazMat data for the unit. Select the "Unit" menu option on Request Entry and edit the shipment unit whose TCN is displayed.
1354	Missing/Invalid Stop-Off for shipment unit. Edit the line item and enter the number of the stop off or put in "99" to indicate final destination.
1355	Missing/Invalid Billing Office in shipment unit. Edit the shipment unit and enter the Billing Office Address code for the appropriation. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed.
1357	No Shipment Unit found for movement destination. No shipment units were set for delivery to the destination on the movement. Correct by marking at least one shipment unit to be delivered at the final destination. Use the "Unit" menu option on Request Entry and edit the shipment unit whose TCN is displayed.
1358	No Shipment Unit found for movement origin. No shipment units were set for pickup from the origin on the movement. Correct by marking at least one shipment unit as deliverable from the origin. Use the "Unit" menu option on Request Entry and edit the shipment unit whose TCN is displayed.
1360	Unit/SubUnit Mismatch of Origin/Destination. Correct this by selecting the "Unit" menu option on the Request Entry screen, highlighting the TCN containing the subunit(s), selecting "Utils", then "Sub-Units" and correcting the information in the sub-unit displayed.
1361	Unit/SubUnit Mismatch of Appropriation Code. Correct this by selecting the "Unit" menu option on the Request Entry screen, highlighting the TCN containing the subunit(s), selecting "Utils", then "Sub-Units" and correcting the information in the sub-unit displayed.

Code	Description
1380	Missing Title for Billing Office Address. The ADDRESS information for the shipment unit billing office is missing a title in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.
1381	Missing City for Billing Office Address. The ADDRESS information for the shipment unit billing office is missing a city name in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.
1382	Missing State for Billing Office Address. The ADDRESS information record for the shipment unit billing office is missing a State abbreviation in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.
1383	Missing ZIP for Billing Office Address. The ADDRESS information for the shipment unit billing office is missing a ZIP Code in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.

Code	Description
1384	Missing Country for Billing Office Address. The ADDRESS information for the shipment unit billing office is missing a Country Code in the Consignee or Mailing address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.
1385	Missing DODAAC for Billing Office Address. The ADDRESS information for the shipment unit billing office is missing the DODAAC in the address. Correct this by selecting the "Unit" menu option on Request Entry and editing the shipment unit whose TCN is displayed. Then move to the last position of the Billing Office Address code and enter an asterisk. This will display the address selection list with the address you need to correct close by. Select the address to correct and choose Edit, then use "addRess" to correct the data.
1392	Shipment UOM / Shipment Unit UOM Mismatch. The shipment unit of measure (UOM) must be consistent with all shipment units' unit of measure. Edit the shipment request unit of measure by selecting the "Edit" menu option or edit the shipment units ("Units" menu option) so that the unit of measure is the same for all shipment units.
1393	Shipment Quantity / Shipment Unit Mismatch. The total quantity of the shipment units exceeds the shipment requested total quantity. The shipment units' total quantity and their associated pallet, dunnage, and skid weight add up to the shipment movement weight. Edit the shipment request total quantity by selecting the "Edit" menu option or edit the shipment units so that the total quantities are equal.
1394	Shipment Security Risk / Unit Mismatch. The shipment security risk is less than a shipment units' security risk. Either edit the shipment request security risk by selecting the "Flags" menu option or edit the shipment units so that the security risks are compatible.
1394	Mismatch Units (Frieght / HHG) on ship. The shipments cannot have both HHG units and Standard Frieght units. Erth remove all standard frieght units from shipment or remove all HHG units.

Code	Description
1395	Shipment HazMat / Unit HazMat Mismatch. The shipment HazMat Flag does not match the shipment units HazMat Flag(s). Either edit the shipment request HazMat Flag by selecting the "Flags" menu option or edit the shipment unit so that the HazMat Flags are equal.
1401	Invalid Service Code. Edit the requested service and change the service code to a valid code by selecting the plan and equipment as shown. Then edit the service displayed.
1402	Movement Mode / Service Code Mismatch. The requested service is not valid for the requested movement mode. Correct by changing the mode or the service.
1403	Equipment Request/Service Code Mismatch. The requested service is not valid unless a specific piece of equipment is requested. Correct by adding a request for that type of equipment or deleting the requested service.
1404	Service not valid at Shipment Request. This service can only be selected at the Bill of Lading time. It is not allowed at the shipment request. Delete the service display from the plan and equipment shown.
1410	Missing/Invalid Service Parameter. A required costing parameter was not entered or entered incorrectly. Edit the requested service and enter all costing parameters by selecting the plan and equipment as shown. Then edit the service displayed.
1420	Stop-off/split service without stop-off. Stop-Off or Split Delivery Service was requested, but no stop-off records were added. Correct by deleting service or adding stop-off information.
1421	Stop-off without stop-off/split service. Stop-offs in transit were entered, but Stop-Off or Split Delivery Service was not requested. Correct by requesting the appropriate service.
1440	EU Service not allowed with PS Service. Cannot select both EU and PS service for same request. Correct by deleting one of these services.
1442	EU Service not allowed with OD Service. Cannot select both EU and OD service for same request. Correct by deleting one of these services.
1443	EU Service not allowed with DS Service. Cannot select both EU and DS service for same request. Correct by deleting one of these services.

Code	Description
1444	EU Service not allowed with DF Service. Cannot select both EU and DF service for same request. Correct by deleting one of these services.
1445	EU Service not allowed with SD Service. Cannot select both EU and SD service for same request. Correct by deleting one of these services.
1446	EU Service not allowed with Dromedary Equipment. Either select dromedary equipment or delete the service.
1449	EL Service requires use of OD Service. When requesting EL service you must also request OD service. Add OD service to shipment or delete the EL service.
1450	DN Service not allowed with DD Service. Cannot select both DN service and DD service on same shipment. Delete one of the services from the shipment.
1452	CS Service not allowed with SM Service. Cannot select both CS service and SM service on same shipment. Delete one of the services from the shipment.
1454	ST Service not allowed with CS Service. Cannot have ST service with CS service on same shipment. Delete one of the services from the shipment.
1455	ST Service not allowed with DD Service. Cannot have ST service with DD service on same shipment. Delete one of the services from the shipment.
1456	ST Service not allowed with DN Service. Cannot have ST service with DN service on same shipment. Delete one of the services from the shipment.
1457	CS Service not allowed with DD Service. Cannot have CS service with DD service on same shipment. Delete one of the services from the shipment.
1458	CS Service not allowed with DN Service. Cannot have CS service with DN service on same shipment. Delete one of the services from the shipment.
1459	SE Service not allowed with SM Service. Cannot have SE service with SM service on same shipment. Delete one of the services from the shipment.
1460	MS Service not allowed with SM Service. Cannot have MS service with SM service on same shipment. Delete one of the services from the shipment.
1461	PS Service not allowed with DD Service. Cannot have PS service with DD service on same shipment. Delete one of the services from the shipment.

Code	Description
1462	PS Service not allowed with DN Service. Cannot have PS service with DN service on same shipment. Delete one of the services from the shipment.
1463	PS Service not allowed with CS Service. Cannot have PS service with CS service on same shipment. Delete one of the services from the shipment.
1464	PS Service not allowed with ST Service. Cannot have PS service with ST service on same shipment. Delete one of the services from the shipment.
1465	GS Service not allowed with RS Service. Cannot have GS service with RS service on same shipment. Delete one of the services from the shipment.
1466	GS Service not allowed with TS Service. Cannot have GS service with TS service on same shipment. Delete one of the services from the shipment.
1467	LS Service only with Bulk Liquid Commodity. The LS service requires the bulk liquid commodities of 999915 or U99915. Either edit the equipment commodity by selecting the "Equip" menu option and linking units to the equipment which have the correct commodities or delete the service under the equipment by selecting the menu option "Service".
1468	AL Service only with Bulk Liquid Commodity. The AL service requires the bulk liquid commodities of 999915 or U99915. Either edit the equipment commodity by selecting the "Equip" menu option and linking units to the equipment which have the correct commodities or delete the service under the equipment by selecting the menu option "Service".
1469	CL Service only with Bulk Liquid Commodity. The CL service requires the bulk liquid commodities of 999915 or U99915. Either edit the equipment commodity by selecting the "Equip" menu option and linking units to the equipment which have the correct commodities or delete the service under the equipment by selecting the menu option "Service".
1470	EH Service only with Bulk Liquid Commodity. The EH service requires the bulk liquid commodities of 999915 or U99915. Either edit the equipment commodity by selecting the "Equip" menu option and linking units to the equipment which have the correct commodities or delete the service under the equipment by selecting the menu option "Service".

Code	Description
1471	PE Service only with Bulk Liquid Commodity. The PE service requires the bulk liquid commodities of 999915 or U99915. Either edit the equipment commodity by selecting the "Equip" menu option and linking units to the equipment which have the correct commodities or delete the service under the equipment by selecting the menu option "Service".
1472	WD Service only with Bulk Liquid Commodity. The WD service requires the bulk liquid commodities of 999915 or U99915. Either edit the equipment commodity by selecting the "Equip" menu option and linking units to the equipment which have the correct commodities or delete the service under the equipment by selecting the menu option "Service".
1473	TS Service only with M1 Tank Commodity. Can only have TS service with a shipment commodity code of U72779 or 145703. Either edit the equipment commodity by selecting the "Equip" menu option and linking units to the equipment which have the correct commodities or delete the service under the equipment by selecting the menu option "Service".
1474	Reconsignment / Diversion service is only allowed on a Correction Notice of a BL. Remove the service by selecting the displayed equipment and removing the service with the service menu option.
1475	RP Service only with 2nd and 3rd Proviso Commodities. The RP service requires the second and third proviso commodities (99910,99920). Either edit the equipment commodity by selecting the "Equip" menu option and linking units to the equipment which have the correct commodities or delete the service under the equipment by selecting the menu option "Service".
1501	System Error - TCN Match missing for HazMat. This system error should be reported to Customer Support.
1503	HazMat record has no matching shipment unit. This system error should be reported to Customer Support.
1504	HazMat record for non-HazMat shipment unit. HazMat data has been entered for a shipment unit record that is not marked as HazMat. The shipment unit HazMat flag must be changed to "Y" or you must delete the HazMat detail. Correct this by selecting the menu option Units from the shipment request and editing the shipment unit and setting the HazMat flag or by selecting the HazMat menu option and deleting the hazardous material detail.

Code	Description
1505	System Error - Shipment unit empty for HazMat. This system error should be reported to Customer Support.
1506	Missing HazMat Identification Number. Edit the HazMat record and enter a valid UN or NA ID number by selecting the menu option "Units" from the shipment request screen and then selecting the "HazMat" option. Then highlight the Hazardous Material in question and use the "Edit" function.
1507	Missing/Invalid UN Class Code in HazMat. Edit the HazMat record and enter a valid UN classification code by selecting the menu option "Units" from the shipment request screen and then selecting the "HazMat" option. Then highlight the Hazardous Material in question and use the "Edit" function.
1510	Missing Total Quantity for HazMat. Edit the HazMat record and enter the total HazMat quantity by selecting the menu option "Units" from the shipment request screen and then selecting the "HazMat" option. Then highlight the Hazardous Material in question and use the "Edit" function.
1511	Missing Units for Total HazMat Quantity. Edit the HazMat record and enter the unit of measure for the total HazMat quantity by selecting the menu option "Units" from the shipment request screen and then selecting the "HazMat" option. Then highlight the Hazardous Material in question use the "Edit" function.
1512	Missing Proper Shipping Name for HazMat. Edit the HazMat record and enter the proper shipping name by selecting the menu option "Units" from the shipment request screen and then selecting the "HazMat" option. Then highlight the Hazardous Material in question and use the "Edit" function.
1513	Invalid UN/NA ID specified in HazMat. Edit the HazMat record and enter a valid UN or NA ID number by selecting the menu option "Units" from the shipment request screen and then selecting the "HazMat" option. Then highlight the Hazardous Material in question and use the "Edit" function.
1514	Net Explosive Quantity / Units Mismatch. Either you have entered the HazMat net explosive quantity without the units or the units without the net explosive quantity. Edit the HazMat information by selecting the menu option "Units" from the shipment request screen and then selecting the "HazMat" option. Then highlight the Hazardous Material in question and use the "Edit" function.

Code	Description
1515	Reportable Quantity / Units Mismatch. Either you have entered a HazMat reportable quantity without the units or the units without the reportable quantity. Edit the HazMat information by selecting the menu option "Units" from the shipment request screen and then selecting the "HazMat" option. Then highlight the Hazardous Material in question and use the "Edit" function.
1520	Invalid Unit of Measurement in HazMat. The Hazardous Material display has a unit of measure which is invalid. Edit the HazMat information by selecting the menu option "Units" from the shipment request screen and then selecting the "HazMat" option. Then highlight the Hazardous Material in question and use the "Edit" function.
1521	Invalid UOM EDI conversion. This system error should be reported to Customer Support.
1601	System Error - Sys-ID error for Stop-Off. This system error should be reported to Customer Support.
1603	Missing/Invalid Stop-Off Number. Edit the Stop Off record and enter a stop off sequence number. Select the "Plan" function from the shipment request, then use the "Plan" function. Highlight the equipment that has the stop-off and select the menu option "Stop" and edit the stop-off.
1604	Stop-Off has no shipment units. Enter shipment units that are to be delivered or picked up at this stop-off or edit the stop-off. Select the "Plan" function from the shipment request, then select the "Equip" function. Highlight the equipment which has the stop- off and select "Stop" and edit the stop-off. To edit the shipment units, select the menu option "Unit" from the shipment request.
1605	Missing SPLC in stop-off. Edit the stop-off and enter the SPLC for the delivery / pickup point. Select the menu option "Plan" from the shipment request. Then select "Equip" function. Highlight the equipment which has the stop-off, select "Stop" and edit the stop- off.
1606	Missing Address Code in stop-off. Edit the stop-off and enter a valid address code for the stop-off site. Select the "Plan" function from the shipment request, then select the menu option "Equip". Highlight the equipment which has the stop-off and select "Stop" and edit the stop-off.
1607	Missing Load/Unload flag in stop-off. Edit the stop-off record and enter a "U" / "L" or an "B". Start by selecting the menu option "Plan" from the shipment request. Then select the menu option "Equip". Highlight the equipment which has the stop-off and select the menu option "Stop" and edit the stop-off.

Code	Description
1608	Maximum number of stop-offs exceeded. A shipment cannot have more than seven (7) stop-offs. Either edit the origins and/or destinations for some of the shipment units, or remove shipment units from this shipment.
1700	Missing/Invalid Disability address code. Edit the disability cost record and enter a valid address code for the site where the disability was incurred.
1701	Missing/Invalid Disability mode code. Edit the disability cost record and enter the movement mode under which the disability cost is incurred.
1702	Invalid Disability SCAC. Edit the disability cost record and enter a valid SCAC for the carrier incurring the disability cost.
1703	Missing/Invalid Disability Type code. Edit the disability cost record and enter a rate.
1704	Missing Disability Rate. Edit the disability cost record and enter a rate.
1705	Missing Disability Cost. Edit the disability cost record and enter a total cost for this disability.
1800	Missing Units matched for equipment. Each piece of equipment in each plan requires at least one shipment unit be linked to it. Edit the equipment by selecting the menu option "Plan" and then using the "Equip" option to display the routing plan equipment list. From there, highlight the equipment and use the menu option "Unit-link" to link shipment units to the equipment.
1801	System Error - Eqp / Unit Match Invalid. This system error should be reported to Customer Support.
1810	Missing UFC Commodity in shipment unit. The shipment unit was linked to a piece of equipment that requires the UFC commodity code to be entered. You can either unlink the shipment unit from the equipment or modify the shipment unit to add the UFC commodity. To unlink the shipment unit, edit the equipment by selecting "Plan" and then using the "Equip" option to view the routing plan equipment list. Then highlight the equipment with which you wish to link the shipment unit and use the menu option "Unit-link" to link shipment unit to that equipment. To modify the shipment unit, select "Units" and enter the UFC commodity.

Code	Description
1811	Missing Pipeline Commodity in shipment unit. Pipeline routing plans require the commodity codes to be 999915 and its sub-parts or 155250. Either modify the shipment unit or delete the routing plan. To modify the shipment unit select "Units". To delete the routing plan select "Plan" and delete the routing plan with mode "D".
1812	Missing NMFC Commodity in shipment unit. The shipment unit was linked to a piece of equipment which requires the NMFC commodity code to be entered. You can either unlink the shipment unit from the equipment or modify the shipment unit to add the NMFC commodity. To unlink the shipment unit, edit the equipment by selecting "Plan," then use the "Equip" option to view the routing plan equipment list. Then highlight the equipment with which you wish to link the shipment unit and use "Unit-link" to link shipment unit to that new equipment. To modify the shipment unit select "Units" and enter the NMFC commodity.
1813	Mixed Commodity not allowed on Pipeline. All shipment units linked to the equipment under pipeline routing plan must be the same commodity. Either edit the link between the shipment unit and its equipment or modify the shipment unit. To unlink the shipment unit, edit the equipment by selecting "Plan," then use the "Equip" option to view the routing plan equipment list. Then highlight the equipment with which you wish to link the shipment unit and use "Unit-link" to link shipment unit to that new equipment. To modify the shipment unit select "Units" and enter the common commodity.
1818	SM required for this DTTS shipment. If your mode B shipment contains an SRC of 1, 2, 5, 6 or 8, or has a hazardous material or 1.1, 1.2, or 1.3 and is not excused from using SM due to it's weight, etc., SM is required. Add SM service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the equipment with which you wish to add the SM or MS service and use the menu option "Services" to add the service to that equipment.
1828	An SRC must be entered for AA&E shipment. If your mode B AA&E shipment doesn't contain an SRC, one must be added for that unit. Add the SRC by selecting "Units", highlighting the AA&E unit, and using the "Edit" option to add the SRC to that unit.
1829	An SRC must be entered for arms shipment. If your mode B arms shipment doesn't contain an SRC, one must be added for that unit. Add the SRC by selecting "Units", highlighting the AA&E unit, and using the "Edit" option to add the SRC to that unit.

Code	Description
1830	SM and DN req for AA&E with SRCs 1,2,6,8. If your mode B AA&E shipment contains an SRC of 1, 2, 6 or 8 (regardless of weight), SM and DN protective services are required. Add SM and/or DN service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1831	SM and DN req for arms with SRCs 1,2,6,8. If your mode B small arms shipment contains an SRC of 1, 2, 6 or 8 (regardless of quantity), SM and DN protective services are required. Add SM and/or DN service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1832	SM and PS required for AA&E with SCR 5. If your mode B AA&E shipment contains an SRC of 5 (regardless of weight), SM and PS protective services are required. Add SM and/or PS service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1833	SM and PS required for arms with SCR 5. If your mode B small arms shipment contains an SRC of 5 (regardless of quantity), SM and PS protective services are required. Add SM and/or PS service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1834	SM and DD required for AA&E with SCR 3. If your mode B AA&E shipment contains an SRC of 3 and is over 200 pounds, SM and DD protective services are required. Add SM and/or DD service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1835	SM and DD required for AA&E with SCR 4. If your mode B AA&E shipment contains an SRC of 4 and is over 200 pounds, SM and DD protective services are required. Add SM and/or DD service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.

Code	Description
1836	SM and DD required for AA&E with SCR 7. If your mode B AA&E shipment contains an SRC of 7 and is over 200 pounds, SM and DD protective services are required. Add SM and/or DD service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1837	SM and DD req for >15 sm. arms and SRC 3. If your mode B small arms shipment contains an SRC of 3 and has more than 15 arms, SM and DD protective services are required. Add SM and/or DD service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1838	SM and DD req for >15 sm. arms and SRC 4. If your mode B small arms shipment contains an SRC of 4 and has more than 15 arms, SM and DD protective services are required. Add SM and/or DD service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1839	SM and DD req for >15 sm. arms and SRC 7. If your mode B small arms shipment contains an SRC of 7 and has more than 15 arms, SM and DD protective services are required. Add SM and/or DD service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1840	CS req for <=200 lb AA&E and SRC 3,4,7. If your mode B AA&E shipment contains an SRC of 3, 4, or 7 and has less than or equal to 200 pounds, CS protective service is required. Add CS service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
1841	CS req for <=15 small arms and SRC 3,4,7. If your mode B small arms shipment contains an SRC of 3, 4, or 7 and has less than or equal to 15 small arms, CS protective service is required. Add CS service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.

Code	Description
1842	SM and DD req for >200 lb AA&E and SRC U. If your mode B AA&E shipment contains an SRC of U, the UN Class is 1.1, 1.2, or 1.3, and is greater than 200 pounds, SM and DD protective services are required. Add SM and/or DD service(s) by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1843	SM and DD req for >15 sm. arms and SRC U. If your mode B small arms shipment contains an SRC of U, the UN Class is 1.1, 1.2, or 1.3, and has more than 15 small arms, SM and DD protective services are required. Add SM and/or DD service(s) by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
1844	CS req for <=200 lb AA&E and SRC U. If your mode B AA&E shipment contains an SRC of U, the UN Class is 1.1, 1.2, or 1.3, and is less than or equal to 200 pounds, CS protective service is required. Add CS service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
1845	CS req for <=15 small arms and SRC U. If your mode B small arms shipment contains an SRC of U, the UN Class is 1.1, 1.2, or 1.3, and has less than or equal to 15 small arms, CS protective service is required. Add CS service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
1846	PS required with SRC S. If your mode B shipment contains an SRC of S, PS protective service is required. Add PS service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
1847	CS required with SRC C. If your mode B shipment contains an SRC of C, CS protective service is required. Add CS service by selecting "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
4001	System Error - Missing Status Code. This system error should be reported to Customer Support.

Code	Description
4003	System Error - Sys-ID error for BL. This system error should be reported to Customer Support.
4005	Missing/Invalid Availability Date. This system error should be reported to customer support.
4006	Missing/Invalid Transportation Priority. Edit block 15B of the BL and enter a valid Transportation Priority.
4011	Missing/Invalid Rated SCAC. Edit Block 2 of the BL and correct the problem with a valid SCAC code by either awarding the shipment to a carrier or editing the rated information.
4012	Missing/Invalid Tender Expiration Date. Edit Block 2 of the BL and correct the problem by entering a tender expiration date greater than today.
4013	Missing/Invalid Tender/Tariff Number. Edit Block 2 of the BL and correct the problem by entering a tender/tariff and supplement number.
4014	Missing/Invalid Estimated Total Cost. Edit Block 2 of the BL and correct the problem by entering the total estimated cost.
4015	Missing/Invalid Rated Mileage. Edit Block 2 of the BL and correct the problem by entering the mileage used in rating the shipment.
4016	Missing/Invalid Rated Shipment Weight. Edit Block 2 of the BL and correct the problem by entering the weight used in rating the shipment.
4018	Missing/Invalid Rated Movement Mode Type. Edit Block 2 of the BL and correct the problem by entering the mode used in rating the shipment.
4019	Missing/Invalid Rated Commodity Code. Edit Block 2 of the BL and correct the problem by entering the rated commodity code.
4020	Missing/Invalid Total Quantity. Edit Block 2 of the BL and correct the problem by entering the rated quantity.
4021	Missing/Invalid Total Quantity UOM. The Unit of Measure of the total quantity rated is invalid. Edit Block 2 of the BL and enter a valid unit of measure for the total quantity.
4022	Missing/Invalid Rated Number of Vehicles. Edit Block 2 of the BL and enter the number of rated vehicles for this shipment.

Code	Description
4023	Rated Quantity less than Actual Quantity. The total quantity entered in the line items exceeds the shipment rated quantity. Either edit block 2 of the BL and enter a higher rated total quantity or re-cost shipment from the Award menu.
4026	Missing/Invalid Desired/Required Delivery Date. Edit block 15C of the BL and enter the Required/Desired delivery date. The Desired/Required date must not be before issue date of BL.
4027	Desired Delivery Date Before Pickup Date. The Pick Up Date must be before the Desired Delivery Date. Either edit block 15B and change the Desired Delivery Date or edit block 25 and change the pick up date.
4028	Pickup Date before BL Issue Date. The Pickup date must be after or equal to BL issue date. Edit block 25 of the BL to change the Pickup date to be after or equal to the issue date.
4100	Missing/Invalid Origin Address Code. Edit the data element to the BL by selecting block 8.
4101	Missing City, State, ZIP in Origin Address. Edit block 8 and put an asterisk in the Origin Address Code. Edit the Address record that matches the Origin Address and enter all information.
4102	Missing City, State, ZIP in Shipper Address. Edit block 11 and put an asterisk in the Shipper Address Code. Edit the Address record that matches the Shipper Address and enter all information.
4103	Missing/Invalid SPLC in Origin Address. Edit block 8 and put an asterisk in the Origin Address Code. Edit the Address record that matches the Origin Address and enter all information. This includes adding the address movement mode information. If the BL mode is not on the address, then the system by default uses mode B. One or the other must exist.
4104	Missing/Invalid Shipper Address Code. Edit the data element on the BL by selecting block 11.
4110	Missing/Invalid Destination Address Code. Edit the data element on the BL by selecting block 5.
4111	Missing City, State, ZIP in Destination Address. Edit Block 5 and put an asterisk in the Destination Address Code. Edit the Address record that matches the Destination Address and enter all information.

Code	Description
4112	Missing City, State, ZIP in Consignee Address. Edit Block 9 and put an asterisk in the Consignee Address Code. Edit the Address record that matches the Consignee Address and enter all information.
4113	Missing/Invalid SPLC in Destination Address. Edit block 6 and put an asterisk in the Destination Address Code. Edit the Address record that matches the Destination Address and enter all information. This includes the address movement mode information. If the mode is not on the address, the system uses mode B.
4114	Missing/Invalid Consignee Address Code. Edit the data element on the BL by selecting block 9.
4115	Missing/Invalid Issuing Office Address Code. Edit the data element on the BL by selecting block 33A.
4117	Missing City, State, ZIP in Issuing Office Address. Edit Block 33A and put an asterisk in the Issuing Office Address Code. Edit the Address record that matches the Issuing Office Address and enter all information.
4118	Invalid/Missing Issuing Office GBLOC. Edit block 33A of the BL and edit the address information to add a valid GBLOC. (IOOI is not a valid GBLOC).
4200	Missing Equipment (Block 24). There must be at least be one piece of equipment defined in block 24.
4201	System Error - Sys-ID error for Provided Equipment. This system error should be reported to Customer Support.
4202	System Error - Number of Vehicles / Equipment Count Mismatch. This system error should be reported to Customer Support.
4203	Missing Vehicle Number in Block 24. The equipment provided vehicle number is missing. This system error should be reported to Customer Support.
4204	Missing Alpha part of Serial Number in Block 24. The 1st four characters of the vehicle serial number is missing. Edit block 24 and enter equipment serial number.
4205	Missing Numeric part of Serial Number in Block 24. The number part of the vehicle serial number is missing. Edit block 24 and enter equipment serial number.
4206	Missing Equipment Ordered code in Block 24. There must be at least one equipment ordered for equipment provided vehicle. Enter "Equipment Ordered" in Block 24.
4207	Missing Equipment Furnished code in Block 24. If there is an equipment furnished date, there must be equipment furnished. Enter "Equipment Furnished" in Block 24.

Code	Description
4208	Missing/Invalid Furnished Date in Block 24. The Furnished date is missing for the furnished equipment, the furnished date is after the Desired/Required Delivery Date, or the furnished date is after the Pickup Date. Either edit the furnished date by selecting block 24, edit the desired date by selecting block 15c, or edit the pickup date by selecting block 25.
4210	Missing Route Order Number. Edit Block 2 of the BL and the route order number by either awarding the shipment to a carrier or editing the rated information.
4250	Invalid Equipment Code Ordered in Block 24. There must be at least one valid equipment ordered for equipment provided vehicle. Enter "Equipment Ordered" in Block 24.
4251	Equipment Ordered / Rated Mode Mismatch in Block 24. The type of equipment requested does not match the movement modes requested. Enter "Equipment Ordered" in Block 24.
4252	Invalid Equipment Code Furnished in Block 24. If there is an equipment furnished date, there must be valid equipment furnished. Enter "Equipment Furnished" in Block 24.
4253	Equipment Furnished / Rated Mode Mismatch in Block 24. The type of equipment requested does not match the movement modes requested. Enter "Equipment Furnished" in Block 24.
4254	Bulk Liquid to Requested Equipment Mismatch. The shipment unit of measure (UOM) does not match the type of Equipment requested. If you select Gallons or Barrels for UOM then the equipment requested must be AT1-3 or KT1-3 or WG, WI, WK. Either edit the shipment UOM by selecting the "Edit" menu option or edit the equipment requested by selecting the "eQuip" menu option.
4264	Conveyed Equipment not found. Select Block 24 of the BL, edit the equipment listed and set the conveyed equipment to a valid equipment number.
4280	Missing/Invalid Tender/Tariff on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the tender/tariff. Note all equipment on a BL must have the same Tender/Tariff.
4281	Missing/Invalid Supplement No. on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the supplement. Note all equipment on a BL must have the same supplement.

Code	Description
4282	Missing/Invalid Cost Effect. Date on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the Costing Effective Date. Note all equipment on a BL must have the same Cost effective date.
4283	Missing/Invalid Cost Expirat. Dt. on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the Costing Expiration Date. Note all equipment on a BL must have the same Cost expiration date.
4284	Invalid Tender Cost Eff/Exp Date on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the Costing Effective/Expiration Date. The costing dates must be real dates and fall within the creation date of the BL. Note all equipment on a BL must have the same Cost effective / expiration date.
4285	Missing/Invalid Rate Qualifier on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the rate qualifier.
4286	Missing/Invalid Rates on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the rate.
4287	Missing/Invalid Line Haul Cost on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the line haul cost.
4288	Missing/Invalid Total Cost on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the total cost.
4289	Missing/Invalid Rated Commodity on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the rated commodity.
4290	Missing/Invalid Rated Mileage on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the rated mileage.
4291	Missing/Invalid Min. Charge Flag on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the minimum charge flag.
4292	Missing/Invalid Rate Type on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the rating type code.
4293	Missing/Invalid Route Order on Eqp. Select Block 2 of the BL, edit the equipment displayed and correct the route order number. Note all equipment on a BL must have the same route order number.
4300	No shipment units found for BL (minimum = 1). There must be at least one shipment unit for a BL. Select block 18 and enter a shipment unit.

Code	Description
4301	System Error - Sys-ID error for BL shipment unit. This system error should be reported to Customer Support.
4302	System Error - Missing/Invalid TCN in shipment unit. This system error should be reported to Customer Support
4304	Missing Commodity Code in shipment unit. Select block 18, edit the shipment unit, and enter a valid commodity code.
4305	Invalid Quantity Unit of Measure (UOM) in shipment unit. Select block 18, edit the shipment unit, and enter the UOM after the total quantity.
4306	Missing Total Quantity in shipment unit. Select block 18, edit the shipment unit, and enter the total quantity.
4307	Missing Number of packages in shipment unit. Select block 18, edit the shipment unit, and enter the number of packages.
4308	Missing/Invalid package type in shipment unit. Select block 18, edit the shipment unit, and enter a valid package type.
4309	Missing Length in shipment unit. If one dimension is entered, all dimensions must be entered. Select block 18, edit the shipment unit, and enter the package length.
4310	Missing Width in shipment unit. If one dimension is entered, all dimensions must be entered. Select block 18, edit the shipment unit, and enter the package width.
4311	Missing Height in shipment unit. If one dimension is entered, all dimensions must be entered. Select block 18, edit the shipment unit, and enter the package height.
4312	Missing Total Cube in shipment unit. Select block 18, edit the shipment unit, and enter the total cube in cubic feet.
4313	Invalid Security Risk Code in shipment unit. Select block 18, edit the shipment unit, and enter a valid security risk code or leave it blank (1-8,S,C,P,U,blank).
4314	Invalid HazMat flag on shipment unit. The HazMat Flag must be set to 'Y' if there is hazardous material as part of this shipment unit, or 'N' if there is no hazardous material. Select block 18, edit the shipment unit, and enter 'Y' or 'N' in the HazMat field.
4315	Missing Appropriation for shipment unit. Select block 18, edit the shipment unit, and enter an appropriation number.

Code	Description
4316	Missing Contract FOB Point for shipment unit. If the contract is entered, then there must be an FOB point. Select block 18, edit the shipment unit, and enter the FOB point.
4317	Invalid POE for shipment unit. Select block 18, edit the shipment unit, and enter a valid POE.
4318	Invalid POD for shipment unit. Select block 18, edit the shipment unit, and enter a valid POD.
4319	Missing VIN in shipment unit. The VIN is required for package types VE or VO. Select block 18, edit the shipment unit, and enter the Vehicle Identification Number.
4320	Missing Bumper Number in shipment unit. Bumper numbers are required for package types A_, X_, Y_, Z_. Select block 18, edit the shipment unit, and enter the vehicle Bumper / Container / Dromedary Identification Number for this government owned equipment.
4321	Bulk Liquid Commodity for UOM Mismatch. The Unit of Measure (UOM) for the shipment unit must be the commodity 999915 or U99915 for bulk liquids. Select block 18, edit the shipment unit, and change either the UOM or the commodity.
4322	Rated Commodity does not match the shipment unit Commodity. The shipment unit commodity must match the shipment rated commodity (i.e., you cannot have a UFC rated commodity with NMFC commodities in the shipment units, and vice versa). Either select block 18, edit the shipment unit, and change the shipment unit commodities or, for override shipments, select block 2 and change the rated commodity.
4323	Missing/Invalid Transportation Priority in shipment unit. Select block 18, edit the shipment unit, and enter a valid transportation priority (1,2,3).
4324	Missing/Invalid Availability Date in shipment unit. Select block 18, edit the shipment unit, and enter a valid availability date.
4325	Missing/Invalid Desired/Required Delivery Date in shipment unit. Select block 18, edit the shipment unit, and enter a valid desired delivery date.
4326	Invalid FOB point in shipment unit. Select block 18, edit the shipment unit, and enter a valid FOB point.

Code	Description
4327	Missing Title in FOB point in shipment unit. The ADDRESS record for the shipment unit FOB point is missing the title in the address. Select block 18, edit the shipment unit, enter an asterisk (*) in the FOB field, highlight the correct address code, and edit the address information to enter the missing title.
4328	Missing City in FOB point in shipment unit. The ADDRESS record for the shipment unit FOB point is missing the city in the address. Select block 18, edit the shipment unit, enter an asterisk in the FOB field, highlight the correct address code, and edit the address information to enter the missing city.
4329	Missing State in FOB point in shipment unit. The ADDRESS record for the shipment unit FOB point is missing the state in the address. Select block 18, edit the shipment unit, enter an asterisk in the FOB field, highlight the correct address code, and edit the address information to enter the missing state.
4330	Missing ZIP Code in FOB point in shipment unit. The ADDRESS record for the shipment unit FOB point is missing the ZIP code in the address. Select block 18, edit the shipment unit, enter an asterisk in the FOB field, highlight the correct address code, and edit the address information to enter the missing ZIP code.
4331	Missing Country Code in FOB point in shipment unit. The ADDRESS record for the shipment unit FOB point is missing the country code in the address. Select block 18, edit the shipment unit, enter an asterisk in the FOB field, highlight the correct address code, and edit the address information to enter the missing country code.
4332	Missing DODAAC in FOB point in shipment unit. The ADDRESS record for the shipment unit FOB point is missing the DODAAC in the address. Select block 18, edit the shipment unit, enter an asterisk in the FOB field, highlight the correct address code, and edit the address information to enter the missing DODAAC.
4333	Missing/Invalid Origin Code in shipment unit. Select block 18, edit the shipment unit, and enter a valid origin code.
4334	Missing/Invalid Destination Code in shipment unit. Select block 18, edit the shipment unit, and enter a valid destination code.
4350	Invalid Commodity Code in shipment unit. Select block 18, edit the shipment unit, and enter a valid commodity code.

Code	Description
4352	Mixed UOM not allowed in shipment units. Mixed unit of measures (i.e., Pounds and Gallons) are not allowed. Select block 18 and edit necessary shipment units to make the units of measure consistent.
4353	Missing HazMat data in shipment unit. The HazMat flag in the shipment unit set to hazardous but no HazMat data was entered. Select block 18 and either change the HazMat flag to 'N' or enter the HazMat data for this shipment unit.
4355	Missing/Invalid Billing Office in shipment unit. Select block 18, edit the shipment unit, and enter the Billing Office Address code for the appropriation.
4356	No Shipment Units for Origin. At least one shipment unit must originate at the shipment origin. Either select block 18, edit the shipment unit, and enter/change a shipment unit with an origin code the same as the shipment's origin or edit the origin address code (Caution: this may affect the shipment's rating).
4357	No Shipment Units for Final Destination. At least one shipment unit must be delivered to the final destination. Either select block 18, edit the shipment unit, and enter/change a shipment unit with a destination code the same as the shipment's final destination or edit the final destination address code (Caution: this may affect the shipment's rating).
4362	Shipment UOM / Shipment Units Mismatch. The rated shipment UOM must stay consistent with all shipment units UOM. Either edit the rated shipment UOM by selecting block 2 or edit the shipment units UOM by selecting block 18.
4363	Shipment Quantity / Units Sum Mismatch. The total quantity of the shipment units exceeds the rated shipment total quantity. Either edit the rated shipment total quantity by selecting block 2 or edit the shipment units by selecting block 18 so that the total quantities are equal.
4364	Shipment Security Risk / Units Mismatch. This system error should be reported to Customer Support.
4365	Shipment HazMat Flag / Units Mismatch. This system error should be reported to Customer Support.
4370	Unit/SubUnit Mismatch of Origin/Destination.
4371	Unit/SubUnit Mismatch of Appropriation Code.

Code	Description
4372	Unit/SubUnit Mismatch of Availability/Desired Delivery Date Range - subunit's availability date is after the main unit's availability date, or subunit's desired delivery date is before the main unit's desired delivery date
4373	Unit/SubUnit Mismatch of Units of Measure.
4374	Unit/SubUnit Mismatch of Total Quantity/Weight - sum of quantities/weights of all subunits is greater than of the main unit.
4375	Unit/SubUnit Mismatch of Pallet/Dunnage/Skid Weights - sum of pallet weights or dunnage weights or skid weights of all subunits is greater than of the main unit.
4376	Unit/SubUnit Mismatch of Hazardous Flag - if any subunit has a hazardous flag set to "Y", then the main unit should have a hazardous flag set to "Y".
4380	Missing Billing Office Title in shipment unit. The ADDRESS record for the shipment unit billing office is missing the title in the address. Select block 18, edit the shipment unit, enter an asterisk in the billing office address code field, highlight the correct address code, and edit the address information to enter the missing title.
4381	Missing Billing Office City in shipment unit. The ADDRESS record for the shipment unit's billing office is missing the city in the address. Select block 18, edit the shipment unit, enter an asterisk in the billing office address code field, highlight the correct address code, and edit the address information to enter the missing city.
4382	Missing Billing Office State in shipment unit. The ADDRESS record for the shipment unit's billing office is missing the state in the address. Select block 18, edit the shipment unit, enter an asterisk in the billing office address code field, highlight the correct address code, and edit the address information to enter the missing state.
4383	Missing Billing Office ZIP Code in shipment unit. The ADDRESS record for the shipment unit's billing office is missing the ZIP in the address. Select block 18, edit the shipment unit, enter an asterisk in the billing office address code field, highlight the correct address code, and edit the address information to enter the missing ZIP code.

Code	Description
4384	Missing Billing Office Country in shipment unit. The ADDRESS record for the shipment unit's billing office is missing the country code in the address. Select block 18, edit the shipment unit, enter an asterisk in the billing office address code field, highlight the correct address code, and edit the address information to enter the missing country code.
4385	Missing Billing Office DODAAC in shipment unit. The ADDRESS record for the shipment unit's billing office is missing the DODAAC in the address. Select block 18, edit the shipment unit, enter an asterisk in the billing office address code field, highlight the correct address code, and edit the address information to enter the missing DODAAC.
4401	Invalid Service Code. Edit the service and change the service code to a valid code by selecting block 2 and highlighting the equipment as shown. Then select service menu option to resolve the service error displayed.
4402	Movement Mode / Service Code Mismatch. The requested service is not valid for the requested movement mode. Correct by changing the mode or the service. Change the service by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4403	Equipment Request / Service Code Mismatch. The requested service is not valid unless a specific piece of equipment is requested. Correct by changing the rated equipment on block 2 or by deleting the service from the equipment. (Service: Equipment)
4410	Missing/Invalid Service Parameter. A required costing parameter was not entered or entered incorrectly. Edit the requested service and enter all costing parameters by selecting block 2 and highlighting the equipment as shown. Then select service menu option to resolve the service error displayed.
4420	Stop-Off/Split Service without stop-off. Stop-Off or Split Delivery Service was requested, but no stop-off records were added. Correct by deleting service or adding stop-off information by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4421	Stop-off without stop-off/split service. Stop-offs in transit were entered, but Stop-Off or Split Delivery Service was not rated. Correct by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.

Code	Description
4440	EU Service not allowed with PS Service. Cannot select both EU an PS service for same request. Correct by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4442	EU Service not allowed with OD Service. Cannot select both EU an OD service for same equipment. Correct by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4443	EU Service not allowed with DS Service. Cannot select both EU an DS service for same equipment. Correct by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4444	EU Service not allowed with DF Service. Cannot select both EU an DF service for same equipment. Correct by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4445	EU Service not allowed with SD Service. Cannot select both EU an SD service for same equipment. Correct by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4446	EU Service not allowed with Dromedary Equipment. Either select dromedary equipment or delete the service (Service: Equipment). Correct by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4449	EL Service requires use of OD Service. When requesting EL service you must also request OD service. Add OD service to shipment or delete the EL service. Correct by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4450	DN Service not allowed with DD Service. Cannot select both DN service and DD service on same shipment. Delete one of the services from the shipment. Correct by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.

Code	Description
4452	CS Service not allowed with SM Service. Cannot select both CS service and SM service on same shipment. Delete one of the services from the shipment. Correct by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4454	ST Service not allowed with CS Service. Cannot have ST service with CS service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4455	ST Service not allowed with DD Service. Cannot have ST service with DD service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4456	ST Service not allowed with DN Service. Cannot have ST service with DN service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4457	CS Service not allowed with DD Service. Cannot have CS service with DD service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4458	CS Service not allowed with DN Service. Cannot have CS service with DN service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4459	SE Service not allowed with SM Service. Cannot have SE service with SM service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4460	MS Service not allowed with SM Service. Cannot have MS service with SM service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4461	PS Service not allowed with DD Service. Cannot have PS service with DD service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.

Code	Description
4462	PS Service not allowed with DN Service. Cannot have PS service with DN service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4463	PS Service not allowed with CS Service. Cannot have PS service with CS service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4464	PS Service not allowed with ST Service. Cannot have PS service with ST service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4465	GS Service not allowed with RS Service. Cannot have GS service with RS service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4466	GS Service not allowed with TS Service. Cannot have GS service with TS service on same equipment. Delete one of the services from the equipment by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed.
4467	LS Service only with Bulk Liquid Commodity. The LS service requires the bulk liquid commodities of 999915 or U99915. Edit the shipment rated commodity by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed. Or edit the rated carrier information for the equipment.
4468	AL Service only with Bulk Liquid Commodity. The AL service requires the bulk liquid commodities of 999915 or U99915. Edit the shipment rated commodity by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed. Or edit the rated carrier information for the equipment.
4469	CL Service only with Bulk Liquid Commodity. The CL service requires the bulk liquid commodities of 999915 or U99915. Edit the shipment rated commodity by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed. Or edit the rated carrier information for the equipment.

Code	Description
4470	EH Service only with Bulk Liquid Commodity. The EH service requires the bulk liquid commodities of 999915 or U99915. Edit the shipment rated commodity by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed. Or edit the rated carrier information for the equipment.
4471	PE Service only with Bulk Liquid Commodity. The PE service requires the bulk liquid commodities of 999915 or U99915. Either edit the shipment rated commodity by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed. Or edit the rated carrier information for the equipment.
4472	WD Service only with Bulk Liquid Commodity. The WD service requires the bulk liquid commodities of 999915 or U99915. Edit the shipment rated commodity by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed. Or edit the rated carrier information for the equipment.
4473	TS Service only with M1 Tank Commodity. Can only have TS service with a shipment commodity code of U72779 or 145703. Edit the shipment rated commodity by selecting block 2 and highlighting the equipment shown. Then select service menu option to resolve the service error displayed. Or edit the rated carrier information for the equipment.
4474	Reconsignment / Diversion service is only allowed on a Correction Notice of a BL. Remove the service by editing block 24 and selecting the displayed equipment. Remove the service with the service menu option.
4475	RP Service only with 2nd and 3rd Proviso Commodities. The RP service requires the second and third proviso commodities (99910,99920). Edit the shipment rated commodity by selecting block 2 and highlighting the equipment shown. Then either select service menu option to resolve the service error displayed, or edit the rated carrier information for the equipment.
4501	System Error - Sys-ID error for HazMat. This system error should be reported to Customer Support.
4502	System - TCN Match missing for HazMat. This system error should be reported to Customer Support.
4503	HazMat record has no matching shipment units. This system error should be reported to Customer Support.

Code	Description
4504	HazMat record for non-HazMat shipment units. HazMat data has been entered for a shipment unit that is not indicating as being a HazMat. The shipment unit HazMat flag must be changed to "Y" in block 18.
4505	System Error - Shipment unit empty for HazMat. This system error should be reported to Customer Support.
4506	Missing HazMat Identification Number. Edit the HazMat record and enter a valid UN or NA ID number in block 18.
4507	Missing UN Class Code in HazMat. Edit the HazMat record and enter a valid UN classification code, by selecting block 18.
4510	Missing Total Quantity for HazMat. Edit the HazMat record and enter a valid total quantity by selecting block 18.
4511	Missing Units for Total HazMat Quantity. Edit the HazMat record and enter the unit of measure for the total HazMat quantity by selecting block 18.
4512	Missing Proper Shipping Name for HazMat. Edit the HazMat record and enter the proper shipping name by selecting block 18.
4513	Invalid UN/NA ID specified in HazMat. Edit the HazMat record and enter a valid UN or NA ID number by selecting block 18.
4514	Net Explosive Quantity / Units Mismatch. Either you have entered the HazMat net explosive quantity without the units or the units without the net explosive quantity. Fix by selecting block 18.
4515	Reportable Quantity / Units Mismatch. Either you have entered a HazMat reportable quantity without the units or enter the units without the reportable quantity. Fix by selecting block 18.
4516	Invalid UN Class Code in HazMat. Must have a valid UN Class code for a HazMat. Fix by editing block 18.
4520	Missing/Invalid HazMat Certification. Edit the HazMat Certification information by selecting "Descrip" from the menu and selecting HazMat Cert. menu option.
4521	Missing/Invalid HazMat Contact Phone. Edit the HazMat Certification information by selecting "Desc" from the menu and selecting HazMat Cert. menu option.
4522	Missing/Invalid HazMat Emergency Phone. Edit the HazMat Certification information by selecting "Desc" from the menu and selecting HazMat Cert. menu option.

Code	Description
4523	Missing/Invalid HazMat Emergency Contact. Edit the HazMat Certification information by selecting "Desc" from the menu and selecting HazMat Cert. menu option.
4601	System Error - Missing GBLOC for Stop-Off. This system error should be reported to Customer Support.
4602	System Error - Sys-ID error for Stop-Offs. This system error should be reported to Customer Support.
4603	System Error - Missing/Invalid Stop-Off Number. This system error should be reported to Customer Support.
4604	System Error - Stop-off has no Shipment Units. This system error should be reported to Customer Support.
4605	System Error - Missing/Invalid truck number in stop-off. This system error should be reported to Customer Support.
4606	System Error - Missing/Invalid Address code in stop-off. This system error should be reported to Customer Support.
4607	System Error - Missing/Invalid Load/Unload Flag in stop-off. This system error should be reported to Customer Support.
4608	Maximum number of Stop-offs exceeded. A shipment cannot have more than seven (7) stop-offs. Enter block 18 and either edit the origins and/or destinations for some of the shipment units, or remove shipment units from this shipment. (Shipment may need to be re-rated.)
4701	System Error - Sys-ID error for Via. This system error should be reported to Customer Support.
4703	Missing/Invalid Routing Sequence Number. Each Via must have a valid sequence number. Enter block 14 and edit the Via for the sequence number.
4704	Missing/Invalid SPLC for Routing Via. Each Via must have a valid SPLC. Enter block 14 and edit the Via for the SPLC.
4706	Missing/Invalid SCAC for Routing Via. Each Via must have a valid SCAC. Enter block 14 and edit the Via for the SCAC.
4801	DTTS requires origin emergency contact / telephone number.
4802	DTTS requires destination emergency contact / telephone number.
4803	DTTS requires SCAC emergency contact / telephone number.

Code	Description
4804	DTTS shipments must have a security risk.
4805	DTTS shipments require MS or SM service.
4806	DTTS shipments require requisition numbers on shipment units. Edit the shipment unit by selecting block 18 and then enter the requisition number for the shipment unit.
4900	Missing Units matched for equipment. Each piece of equipment in each plan requires at least one shipment unit be linked to it. Edit the equipment by selecting block 18, select the menu option "Plan" and then using the "Equip" option to display the routing plan equipment list. From there, highlight the equipment and use the menu option "Unit-link" to link shipment units to the equipment.
4901	System Error - Eqp / Unit Match Invalid. This system error should be reported to Customer Support.
4910	Missing UFC Commodity in shipment unit. The shipment unit was linked to a piece of equipment that requires the UFC commodity code to be entered. You can either unlink the shipment unit from the equipment or modify the shipment unit to add the UFC commodity. To unlink the shipment unit, edit the equipment by selecting block 18, select "Plan" and then using the "Equip" option to view the routing plan equipment list. Then highlight the equipment with which you wish to link the shipment unit and use the menu option "Unit-link" to link shipment unit to that equipment. To modify the shipment unit, select "Units" and enter the UFC commodity.
4911	Missing Pipeline Commodity in shipment unit. Pipeline routing plans require the commodity codes to be 999915 and its sub-parts or 155250. Either modify the shipment unit or delete the routing plan. To modify the shipment unit select block 18, then select "Units". To delete the routing plan select "Plan" and delete the routing plan with mode "D".
4912	Missing NMFC Commodity in shipment unit. The shipment unit was linked to a piece of equipment which requires the NMFC commodity code to be entered. You can either unlink the shipment unit from the equipment or modify the shipment unit to add the NMFC commodity. To unlink the shipment unit, edit the equipment by selecting block 18, then select "Plan," then use the "Equip" option to view the routing plan equipment list. Then highlight the equipment with which you wish to link the shipment unit and use "Unit-link" to link shipment unit to that new equipment. To modify the shipment unit select "Units" and enter the NMFC commodity.

Code	Description
4913	Mixed Commodity not allowed on Pipeline. All shipment units linked to the equipment under pipeline routing plan must be the same commodity. Either edit the link between the shipment unit and its equipment or modify the shipment unit. To unlink the shipment unit, edit the equipment by selecting block 18, then select "Plan," then use the "Equip" option to view the routing plan equipment list. Then highlight the equipment with which you wish to link the shipment unit and use "Unit-link" to link shipment unit to that new equipment. To modify the shipment unit select "Units" and enter the common commodity.
4928	An SRC must be entered for AA&E shipment. If your mode B AA&E shipment doesn't contain an SRC, one must be added for that unit. Add the SRC by selecting block 18, then select "Units", highlighting the AA&E unit, and using the "Edit" option to add the SRC to that unit.
4929	An SRC must be entered for arms shipment. If your mode B arms shipment doesn't contain an SRC, one must be added for that unit. Add the SRC by selecting block 18, then select "Units", highlighting the AA&E unit, and using the "Edit" option to add the SRC to that unit.
4930	SM and DN req for AA&E with SRCs 1,2,6,8. If your mode B AA&E shipment contains an SRC of 1, 2, 6 or 8 (regardless of weight), SM and DN protective services are required. Add SM and/or DN service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
4931	SM and DN req for arms with SRCs 1,2,6,8. If your mode B small arms shipment contains an SRC of 1, 2, 6 or 8 (regardless of quantity), SM and DN protective services are required. Add SM and/or DN service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
4932	SM and PS required for AA&E with SCR 5. If your mode B AA&E shipment contains an SRC of 5 (regardless of weight), SM and PS protective services are required. Add SM and/or PS service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.

Code	Description
4933	SM and PS required for arms with SCR 5. If your mode B small arms shipment contains an SRC of 5 (regardless of quantity), SM and PS protective services are required. Add SM and/or PS service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
4934	SM and DD required for AA&E with SCR 3. If your mode B AA&E shipment contains an SRC of 3 and is over 200 pounds, SM and DD protective services are required. Add SM and/or DD service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
4935	SM and DD required for AA&E with SCR 4. If your mode B AA&E shipment contains an SRC of 4 and is over 200 pounds, SM and DD protective services are required. Add SM and/or DD service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
4936	SM and DD required for AA&E with SCR 7. If your mode B AA&E shipment contains an SRC of 7 and is over 200 pounds, SM and DD protective services are required. Add SM and/or DD service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
4937	SM and DD req for >15 sm. arms and SRC 3. If your mode B small arms shipment contains an SRC of 3 and has more than 15 arms, SM and DD protective services are required. Add SM and/or DD service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
4938	SM and DD req for >15 sm. arms and SRC 4. If your mode B small arms shipment contains an SRC of 4 and has more than 15 arms, SM and DD protective services are required. Add SM and/or DD service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.

Code	Description
4939	SM and DD req for >15 sm. arms and SRC 7. If your mode B small arms shipment contains an SRC of 7 and has more than 15 arms, SM and DD protective services are required. Add SM and/or DD service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
4940	CS req for <=200 lb AA&E and SRC 3,4,7. If your mode B AA&E shipment contains an SRC of 3, 4, or 7 and has less than or equal to 200 pounds, CS protective service is required. Add CS service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
4941	CS req for <=15 small arms and SRC 3,4,7. If your mode B small arms shipment contains an SRC of 3, 4, or 7 and has less than or equal to 15 small arms, CS protective service is required. Add CS service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
4942	SM and DD req for >200 lb AA&E and SRC U. If your mode B AA&E shipment contains an SRC of U, the UN Class is 1.1, 1.2, or 1.3, and is greater than 200 pounds, SM and DD protective services are required. Add SM and/or DD service(s) by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.
4943	SM and DD req for >15 sm. arms and SRC U. If your mode B small arms shipment contains an SRC of U, the UN Class is 1.1, 1.2, or 1.3, and has more than 15 small arms, SM and DD protective services are required. Add SM and/or DD service(s) by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service(s) to that equipment.

Code	Description
4944	CS req for <=200 lb AA&E and SRC U. If your mode B AA&E shipment contains an SRC of U, the UN Class is 1.1, 1.2, or 1.3, and is less than or equal to 200 pounds, CS protective service is required. Add CS service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
4945	CS req for <=15 small arms and SRC U. If your mode B small arms shipment contains an SRC of U, the UN Class is 1.1, 1.2, or 1.3, and has less than or equal to 15 small arms, CS protective service is required. Add CS service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
4946	PS required with SRC S. If your mode B shipment contains an SRC of S, PS protective service is required. Add PS service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
4947	CS required with SRC C. If your mode B shipment contains an SRC of C, CS protective service is required. Add CS service by selecting block 18, then select "Plans" and then using the "Equip" option to view the routing plan equipment list. Then highlight the displayed equipment and use the menu option "Services" to add the service to that equipment.
5001	System Error - Sys-ID error in Correction Notice. This system error should be reported to Customer Support.
5008	Missing Block 8, "To". Edit the Correction Notice and enter the information in Block 8.
5010	Missing/Invalid Block 10, "From". Edit the Correction Notice and enter the information in Block 10.
5011	Missing Block 11, "BL Now Reads". There are no entries for how the BL now reads after the changes to the BL. Use the "BL" option to change the BL.
5012	Missing Block 12, "Correct BL to Read". There are no entries for changes to the BL. Use the "BL" option to change the BL.

Code	Description
5013	Missing Block 13, "Authority". Add the authority for making the BL Correction to Block 13 of the Correction Notice. Check the default Authority in the Site Configuration file.
5016	Missing Block 16, "Title of Official." - Add the name and title of the person making the BL Correction to Block 16 of the Correction Notice.
6000	Missing/Invalid Pick-Up Date. There must be a pick up date to close out a BL. Enter pickup information by doing a correction notice via the menu option "Notice".
6001	Missing/Invalid Pick-Up SCAC. There must be a pick up SCAC to close out a BL. Enter pickup information by doing a correction notice via the menu option "Notice".
6002	Missing/Invalid Pick-Up Agent. There must be a pick up Agent to close out a BL. Enter the pickup information by doing a correction notice via the menu option "Notice".
6003	Missing/Invalid Delivery SCAC. If there is a Delivery Date then there must be a Delivery SCAC to close out a BL. Re-select the "Equip" menu option for the displayed equipment to enter delivery SCAC or Delete Delivery Date.
6004	System - Delivery Address Code. If there is a Delivery Date then there must be a Delivery address code to close out a BL. Re-select the "Equip" menu option for the displayed equipment to enter the data or Delete Delivery Date.
6005	Missing/Invalid Delivery By. If there is a Delivery Date then there must be a Delivery By to close out a BL. Re-select the "Equip" menu option for the displayed equipment to enter delivery By or Delete Delivery Date.
6006	Missing Close Out For Equipment. There must be a close-out for each piece of equipment. Select the "Equip" menu option for the displayed equipment and enter the close-out information.
6007	Missing/Invalid Equipment Furnished in Block 24. If the equipment is not LTL, there must be a furnished equipment for each equipment ordered. Select the "BL" menu option on the Correction Notice Menu to view Block 24 of the BL.

Code	Description
6008	Missing/Invalid Equipment Vehicle ID in Block 24. If the equipment is not LTL, then there must be a vehicle ID for each equipment ordered. Select the "BL" menu option on the Correction Notice Menu to view Block 24 of the BL.

A.8.3 WPS Error Codes

The following table lists the error codes for WPS shipments.

Code	Description
1001	Missing/Invalid TCN
1002	Missing/Invalid Commodity
1003	Missing/Invalid Consignee
1004	Missing/Invalid Handling Code
1005	Missing/Invalid Cube
1006	Missing/Invalid Pieces
1007	Missing/Invalid Weight
1008	Missing/Invalid POE
1009	Missing/Invalid TPI
1010	Missing/Invalid Cargo Type
1011	Missing/Invalid Voyage Doc No.
1020	Mismatch Cargo Type / Explosive
1021	Mismatch Cargo Type / NSN Info.
1022	Mismatch TCN / Member Info.
1023	Mismatch TCN / POV Info.
1024	Missing/Invalid Vessel Name
1101	Mismatch Explosive Data / Cargo Type
1102	Missing/Invalid Lot No. - Explosive
1103	Missing/Invalid NEW - Explosive
1104	Missing/Invalid Pieces - Explosive
1201	Mismatch Member Info / TCN
1202	Missing/Invalid Member Initials
1203	Missing/Invalid Member Last Name

Code	Description
1204	Multiple Member Data

A.8.4 TDR Error Codes

The following table lists the error codes for TDRs.

Code	Description
1001	System Error - Missing Status Code. This system error should be reported to Customer Service.
1002	System Error - Missing Creator's Address Code. This system error should be reported to Customer Service.
1003	System Error - Missing Year for TDR. This system error should be reported to Customer Service.
1005	System Error - Missing Discrepancy Sequence No. This system error should be reported to Customer Service.
1006	Missing Create Date of TDR. The creation date of the TDR must be entered. This can be corrected by editing block 1 of the TDR.
1007	Invalid/Missing TDR Report Type. All TDRs must have a report type. The report type is either Request for Information, Initial Notification, or a Miscellaneous Problem. This can be corrected by editing block 1 on the TDR.
1008	Missing "To" Address Code (Blk 3). All TDRs require an address code in block 3. This can be corrected by entering a valid address code in block 3.
1009	Missing Reporting Activity Addr. (Blk 4). All TDRs require that there be a valid address code in block 4. This can be corrected by entering a valid address code in block 4.
1010	Missing Consignor Address Code (Blk 5). The TDR must have a valid address code for the Consignor. This can be corrected by editing block 5 on the TDR.
1011	Missing Consignee Address Code (Blk 6). This TDR requires a Consignee address code. This can be corrected by editing block 6 on the TDR.
1012	Missing Shipper Address Code (Blk 7). The TDR must have a valid address code for the Shipper. This can be corrected by editing block 7 on the TDR.
1013	Missing Carrier SCAC Code (Blk 8). This TDR must have a carrier SCAC code. This can be corrected by entering a valid SCAC code in block 8 of the TDR.

Code	Description
1014	Missing Origin Address Code (Blk 9). This TDR must have a valid origin address code. This can be corrected by entering a valid address code in block 9 of the TDR.
1015	Missing Destination Address Code (Blk 10). This TDR must have a valid destination address code. This can be corrected by entering a valid address code in block 10 of the TDR.
1016	Missing Discrep Discovered Date (Blk 16). All TDRs are required to have a date the discrepancy was discovered. This can be corrected by editing block 16 of the TDR.
1017	Missing BL No (Blk 12). This TDR requires that the original BL number be filled in. To correct this, edit block 12 of the TDR.
1018	Missing Mode Code (Blk 13). This TDR requires a MILSTAMP mode code. To correct this, edit block 13 of the TDR and enter a valid MILSTAMP code.
1101	System Error - Missing DoDAAC in shipment unit. This system error should be reported to Customer Service.
1102	System Error - Missing Year in shipment unit. This system error should be reported to Customer Service.
1103	System Error - Missing Sequence No. This system error should be reported to Customer Service.
1104	Missing TCN for TDR line item. All line items must have a TCN number. This is required for proper credit. To correct this problem, edit block 20 of the TDR.
1105	Missing Container Type Code for item. This TDR requires a container type code. This can be corrected by entering a valid code in block 22 of the TDR.
1106	Missing number of packages for TDR unit.
1107	Missing total weight on TDR ship unit.
1108	Invalid Security Risk Code on ship unit.
1201	Missing/Invalid SCAC for TDR equipment.
1202	Missing/Invalid Vehicle No. for TDR eqp.
1800	Missing Remarks (Blk 30). Remarks are required in block 30. To correct this problem, edit block 30 of the TDR and enter information that may help in resolving the discrepancy.
1801	Missing name of Preparer (Blk 31A). The TDR creator's name must be present. This can be corrected by adding the preparer's name in block 31A of the TDR.

Code	Description
1801	Missing name of Preparer (Blk 31A). The TDR creator's name must be present. This can be corrected by adding the preparer's name in block 31A of the TDR.
1802	Missing Title of Preparer (Blk 31B). The TDR creator's title must be present. This can be corrected by adding the preparer's title in block 31B of the TDR.
1803	Missing phone # of Preparer (Blk 31C). The TDR creator's phone number must be present. This can be corrected by adding the preparer's phone number to block 31C of the TDR.
2001	Missing reply (Blk 32). This TDR must have a reply in block 32. This reply should contain an explanation of what the respondent knows about the freight in question. This can be corrected by filling in block 32 of the TDR.
2002	Missing Respondent Name (33A). This TDR requires that there be a respondent name. This can be corrected by filling in block 33a on the TDR.
2003	Missing Respondent Phone (Blk 33B). This TDR requires a phone number where the respondent can be reached. This can be corrected by filling in block 33B on the TDR.
2004	Missing Respondent Address (Blk 33C). This TDR requires an address for the respondent. This can be corrected by filling in block 33C in the TDR.
2005	Missing Respondent Date (Blk 33E). This TDR requires that the date the respondent completed the response be entered. This can be corrected by entering a date in block 33E of the TDR.
3001	Missing Survey Document Type (Blk 34). All TDRs are either a survey document or not. To correct this problem, check off either yes or no in block 34 of the TDR.
3002	Missing Collate Date (Blk 35). There must be a date indicating when the collation information was entered. This can be corrected by adding a date to block 35 of the TDR.
3003	Missing Responsibility (Blk 37). All TDRs must have a responsible party. To correct this, place an "X" in one of the boxes in block 37 of the TDR.
3004	Missing Collation "To" Address (Blk 36). The final collation copy of the TDR must have the address of the accounting and claims office. To correct this, add an address to block 36 of the TDR.

Code	Description
3005	Missing Exception Noted (Blk 38). All collation copies of a TDR must identify whether or not an exception was noted on the carrier's delivery receipt. To correct this, place an "X" in one of the boxes in block 38 of the TDR.
3006	Missing Documents Attached (Blk 39). All collated TDRs must specify whether or not other documents are attached to the TDR. To correct this problem, place an "X" in one of the boxes in block 39 of the TDR.
3007	Missing Photos Attached (Blk 40). All collated TDRs must specify whether or not photographs are attached to the TDR. To correct this, place an "X" in one of the boxes in block 40 of the TDR.
3008	Missing Collation Remarks (Blk 43). All collated TDRs must have remarks explaining what happened to the freight along with any other helpful comments. This can be corrected by entering text in block 43 of the TDR.
3009	Missing Collation Preparer Name (Blk 45A). The name of the person who files this TDR with the claims office must be present. To correct this problem, enter the preparer's name in block 45A.
3010	Missing Collation Preparer Title (Blk 45B). The title of the person who collated this TDR for the claims office must be present. To correct this problem, enter the preparer's title in block 45B of the TDR.
3011	Missing Collation Preparer Phone (Blk 45C). The telephone number of the person who prepared this TDR for the claims office must be present. To correct this problem, add the preparer's phone number to block 45C of the TDR.

A.9 Host Error Codes

Please contact customer support for information and help on Host error codes.

A.10 Menu Privileges

This section lists all of the menu options to which users can be granted or denied access.

Outbound Shipment Processing (OSP)
OSP:Domestic Shipment Processing (DSP)
OSP:DSP:Plan
OSP:DSP:Plan:Units
OSP:DSP:Plan:Add
OSP:DSP:Plan:Edit
OSP:DSP:Plan:Delete
OSP:DSP:Plan:Print
OSP:DSP:Plan:Utils
OSP:DSP:Rank
OSP:DSP:Rank:Tag
OSP:DSP:Rank:Tag All
OSP:DSP:Rank:Rank
OSP:DSP:Rank:Override
OSP:DSP:Rank:Carriers
OSP:DSP:Rank:Utils
OSP:DSP:Award
OSP:DSP:Award:Carrier
OSP:DSP:Award:Select
OSP:DSP:Award:Equipment
OSP:DSP:Award:BL-Layout
OSP:DSP:Award:Re-Cost
OSP:DSP:BL (Bill of Lading)
OSP:DSP:BL:Edit
OSP:DSP:BL:Print
OSP:DSP:BL:Notice
OSP:DSP:BL:Close
OSP:DSP:BL:Transfer
OSP:DSP:BL:Utils
OSP:DSP:Archive
OSP:DSP:Archive:Tag
OSP:DSP:Archive:Tag All
OSP:DSP:Archive:Archive
OSP:DSP:Archive:Restore
OSP:DSP:Archive:Print
OSP:DSP:Archive:Utils
OSP:DSP:Utils
OSP:DSP:Utils:History
OSP:DSP:Utils:View Errors
OSP:DSP:Utils:Copy
OSP:DSP:Utils:Shipment Display
OSP:DSP:Utils:Find
OSP:DSP:Utils:Status Codes
OSP:DSP:Utils:Display Agency ID
OSP:DSP:Utils:Shipment Report
OSP:DSP:Utils:Assign GBL Number
OSP:DSP:Utils:Instructions
OSP:DSP:Utils:Offline Archive

OSP:Export Shipment Processing (ESP)
OSP:ESP:Add
OSP:ESP:Edit
OSP:ESP:Delete
OSP:ESP:Print
OSP:Shipment Reports (OSR)
OSP:OSR:GBL Log
OSP:OSR:GBL Log:Tag
OSP:OSR:GBL Log:Clear
OSP:OSR:GBL Log:Group Tag
OSP:OSR:GBL Log:Inquire
OSP:OSR:GBL Log:Quick
OSP:OSR:GBL Log:Report
OSP:OSR:GBL Log:Delete
OSP:OSR:GBL Units
OSP:OSR:GBL Units:Tag
OSP:OSR:GBL Units:Clear
OSP:OSR:GBL Units:Group Tag
OSP:OSR:GBL Units:Inquire
OSP:OSR:GBL Units:BL
OSP:OSR:GBL Units:Quick
OSP:OSR:GBL Units:Report
OSP:Carrier Performance (OCP)
OSP:OCP:Failures
OSP:OCP:Failures:Detail
OSP:OCP:Failures:Shipment
OSP:OCP:Failures:Codes
OSP:OCP:Codes
OSP:OCP:Penalty
OSP:OCP:Penalty:Add
OSP:OCP:Penalty:Edit
OSP:OCP:Penalty:Inactivate
OSP:OCP:Penalty:Delete
OSP:OCP:Penalty:Repenalize
OSP:OCP:Penalty:Failures
OSP:OCP:Report
Inbound Shipment Processing (ISP)
ISP:Shipment Processing (SHP)
ISP:SHP:Ship
ISP:SHP:Ship:Add
ISP:SHP:Ship:Edit
ISP:SHP:Ship:Delete
ISP:SHP:Ship:Utils
ISP:SHP:Transfer
ISP:SHP:Close
ISP:SHP:Close:Close
ISP:SHP:Close:Tally-In
ISP:SHP:Close:Failure
ISP:SHP:Close:Service
ISP:SHP:Close:TDR
ISP:SHP:Close:BL
ISP:SHP:Close:Stopoffs
ISP:SHP:Archive
ISP:SHP:Archive:Tag

ISP:SHP:Archive:Tag All
ISP:SHP:Archive:Archive
ISP:SHP:Archive:Restore
ISP:SHP Archive:Print
ISP:SHP:Archive:Utils
ISP:SHP:Utils
ISP:SHP:Utils:History
ISP:SHP:Utils:Shipment Display
ISP:SHP:Utils:Find
ISP:SHP:Utils:Status Codes
ISP:SHP:Utils:Shipment Report
ISP:Shipment Reports (ISR)
ISP:ISR:BL Log
ISP:ISR:BL Log:Tag
ISP:ISR:BL Log:Clear
ISP:ISR:BL Log:Group Tag
ISP:ISR:BL Log:Inquire
ISP:ISR:BL Log:Quick
ISP:ISR:BL Log:Report
ISP:ISR:BL Log:Delete
ISP:ISR:BL Line Items
ISP:ISR:BL Line Items:Tag
ISP:ISR:BL Line Items:Clear
ISP:ISR:BL Line Items:Group Tag
ISP:ISR:BL Line Items:Inquire
ISP:ISR:BL Line Items:BL
ISP:ISR:BL Line Items:Quick
ISP:ISR:BL Line Items:Report
ISP:Carrier Performance (ICP)
ISP:ICP:Failures
ISP:ICP:Codes
ISP:ICP:Report
Discrepancy Reports (DRS)
DRS:TDR
DRS:TDR:Add
DRS:TDR:Edit
DRS:TDR:Edit:Next
DRS:TDR:Edit:Prev
DRS:TDR:Edit:Block
DRS:TDR:Edit:Shift
DRS:TDR:Edit:Contin
DRS:TDR:Edit:View
DRS:TDR:Delete
DRS:TDR:Copy
DRS:TDR:Print
DRS:TDR:Utils
DRS:TDR:Utils:History
DRS:TDR:Utils:View Errors
DRS:TDR:Utils:Find
DRS:TDR:Utils:Status Codes
DRS:TDR:Utils:TDR Report
DRS:TDR:Utils:TDR Line Report
DRS:TDR:Utils:Cancel TDR
DRS:Send

DRS:Reply
DRS:Reply:Reply
DRS:Reply:Print
DRS:Reply:Utils
DRS:Collate
DRS:Collate:Manual
DRS:Collate:Review
DRS:Collate:Collate
DRS:Collate:Print
DRS:Collate:Utils
DRS:Close
DRS:Archive
DRS:Archive:Tag
DRS:Archive:Tag All
DRS:Archive:Archive
DRS:Archive:Restore
DRS:Archive:Print
DRS:Archive:Utils
DRS:Utils
DRS:Utils:History
DRS:Utils:View Errors
DRS:Utils:Find
DRS:Utils:Status Codes
DRS:Utils:TDR Report
DRS:Utils:TDR Line Report
DRS:Utils:Cancel TDR
Reference File Maintenance (RFM)
RFM:GBL Number (GBL)
RFM:GBL:Add
RFM:GBL:Edit
RFM:GBL:Delete
RFM:GBL:Print
RFM:Appropriations (APP)
RFM:APP:Add
RFM:APP:Edit
RFM:APP:Inquire
RFM:APP:Delete
RFM:APP:Quick
RFM:APP:Find
RFM:APP:Print
RFM:Commodity Codes (COC)
RFM:COC:Add
RFM:COC:Edit
RFM:COC:Inquire
RFM:COC:Delete
RFM:COC:Find
RFM:COC:Quick
RFM:COC:Valid
RFM:COC:Print
RFM:Standard Annotations (STD)
RFM:STD:Add
RFM:STD:Edit
RFM:STD:Inquire
RFM:STD:Delete

RFM:STD:Quick
RFM:STD:Print
RFM:Addresses (ADD)
RFM:ADD:Add
RFM:ADD:Edit
RFM:ADD:Delete
RFM:ADD:Find
RFM:ADD:Quick
RFM:ADD:Disab
RFM:ADD:Print
RFM:Carriers (SCA)
RFM:SCA:Add
RFM:SCA:Edit
RFM:SCA:Delete
RFM:SCA:Quick
RFM:SCA:Phones
RFM:SCA:Validate
RFM:SCA:Print
RFM:Hazardous Materials (HAZ)
RFM:HAZ:Add
RFM:HAZ:Edit
RFM:HAZ:Inquire
RFM:HAZ:Delete
RFM:HAZ:Quick
RFM:HAZ:Find
RFM:HAZ:Print
RFM:Port Codes (POC)
RFM:POC:Add
RFM:POC:Edit
RFM:POC:Inquire
RFM:POC:Delete
RFM:POC:Quick
RFM:POC:Print
RFM:Units of Measure (UOM)
RFM:UOM:Add
RFM:UOM:Edit
RFM:UDM:Delete
RFM:UOM:Quick
RFM:UOM:Print
RFM:Contracts (CON)
RFM:CON:Add
RFM:CON:Edit
RFM:CON:Delete
RFM:CON:Quick
RFM:CON:Print
RFM:RINs (RIN)
RFM:RIN:Edit
RFM:RIN:Browse
RFM:RIN:Rin
RFM:Export Related Files (ERF)
RFM:ERF:Document ID Codes (DID)
RFM:ERF:DID:Quick
RFM:ERF:DID:Print
RFM:ERF:ETA Codes (ETA)

RFM:ERF:ETA:Quick
RFM:ERF:ETA:Print
RFM:ERF:Hour Codes (HRC)
RFM:ERF:HRC:Add
RFM:ERF:HRC:Edit
RFM:ERF:HRC:Inquire
RFM:ERF:HRC:Delete
RFM:ERF:HRC:Quick
RFM:ERF:HRC:Print
RFM:ERF:Military Grades (MIL)
RFM:ERF:MIL:Add
RFM:ERF:MIL:Edit
RFM:ERF:MIL:Inquire
RFM:ERF:MIL:Delete
RFM:ERF:MIL:Quick
RFM:ERF:MIL:Print
RFM:ERF:MILSTAMP Mode Codes (MMC)
RFM:ERF:MMC:Quick
RFM:ERF:MMC:Print
RFM:ERF:Vessel Billing Type (VBT)
RFM:ERF:VBT:Add
RFM:ERF:VBT:Edit
RFM:ERF:VBT:Inquire
RFM:ERF:VBT:Delete
RFM:ERF:VBT:Quick
RFM:ERF:VBT:Print
RFM:ERF:Airports (AIR)
RFM:ERF:AIR:Add
RFM:ERF:AIR:Edit
RFM:ERF:AIR:Inquire
RFM:ERF:AIR:Delete
RFM:ERF:AIR:Quick
RFM:ERF:AIR:Print
RFM:ERF:Consolidation Points (CCP)
RFM:ERF:CCP:Add
RFM:ERF:CCP:Edit
RFM:ERF:CCP:Inquire
RFM:ERF:CCP:Delete
RFM:ERF:CCP:Quick
RFM:ERF:CCP:Print
RFM:ERF:Countries (COU)
RFM:ERF:COU:Add
RFM:ERF:COU:Edit
RFM:ERF:COU:Inquire
RFM:ERF:COU:Delete
RFM:ERF:COU:Quick
RFM:ERF:COU:Print
RFM:View Only Files (VOF)
RFM:VOF:Tender Modes
RFM:VOF:MILSTAMP Modes
RFM:VOF:Service Codes
RFM:VOF:Equipment Codes
RFM:VOF:Container Codes
RFM:VOF:SPLC Codes

RFM:VOF:Military Codes
RFM:VOF:Discrepancy Codes
RFM:VOF:Service Failure Codes
RFM:VOF:Route Order Types
RFM:VOF:Security Risk Codes
Mileage Lookups (MLU)
MLU:Point-to-Point Lookups (PTP)
MLU:PTP:Add
MLU:PTP:Edit
MLU:PTP:Delete
MLU:PTP:Lookup
MLU:PTP:Clear
MLU:Route Planning Lookups (RPL)
MLU:RPL:Add
MLU:RPL:Edit
MLU:RPL:Delete
MLU:RPL:Lookup
MLU:RPL:Clear
Local System Utilities (LSU)
LSU:Site Configuration (SCF)
LSU:SCF:Edit
LSU:SCF:Default
LSU:Reindex Data Files (RDF)
LSU:RDF:Rebuild
LSU:RDF:Tag
LSU:RDF:Tag All
LSU:System Configuration (SCO)
LSU:Password Maintenance (PWD)
LSU:PWD:Add
LSU:PWD:Edit
LSU:PWD:Inquire
LSU:PWD:Delete
LSU:PWD:Privileges
LSU:Printer Maintenance (PRM)
LSU:PRM:Forms Setup
LSU:PRM:Forms Setup:Edit
LSU:PRM:Port Setup
LSU:PRM:Port Setup:Add
LSU:PRM:Port Setup:Edit
LSU:PRM:Port Setup:Set Default
LSU:PRM:Port Setup:Delete
LSU:Recover Disk Space (RDS)
LSU:Diagnostics (DIA)
LSU:DIA:Error Reporting (ERR)
LSU:DIA:Operating System Files (OSF)
LSU:DIA:System Information (SYI)
LSU:DIA:Host Phone Numbers (HPN)
LSU:DIA:Command Shell (CMD)
LSU:DIA:Repair Databases (DBR)
CFM Host System Utilities (HSU)

A.11 Reports and Printable Data

This list outlines all the reports and printable data available in the system.

Report or Printable Form
1085 Shipment Request
Addresses
Airport Codes
Appropriations Report
Archived Shipment Report
BL Correction Notice
BL Draft Copy Continuation
BL Draft Copy Cover
BL Log Long Form Report
BL Log Short Form Report
BL Memorandum Copy Continuation
BL Memorandum Copy Cover
BL Standard Copy Continuation
BL Standard Copy Cover
BL Terms and Conditions
BL Transfer to the Host
BL Unit Log Appropriation Detail
BL Unit Log Appropriation Summary
BL Unit Log Billing Office Detail
BL Unit Log Billing Office Summary
BL Unit Log Commodity Detail
BL Unit Log Commodity Summary
BL Unit Log Contract Detail
BL Unit Log Contract Summary
BL Unit Log Line Item Detail
BL Unit Log TCN Detail
Block Codes

Report or Printable Form
Blocks or BL Number Report
Cancellation Reason Codes
Carrier Detail Report
Carrier Performance Report
Carrier Summary Report
Carriers
Commodity Codes
Container Codes
Container Consolidation Points
Contracts
Country Codes
DBSHOW Report Maintenance
DOS AUTOEXEC.BAT file
DOS CONFIG.SYS file
Discrepancy Codes
Document ID Codes
ETA Codes
Equipment Type Codes
Hazardous Materials Report
Hour Codes
Indexes
MILSTAMP Codes
Military Service Codes
Military grades
Movement Mode Codes
Patch update Report
Port Codes
Port Codes
Printer Forms Setup
Printer Setup Maintenance
Rated Carrier Report

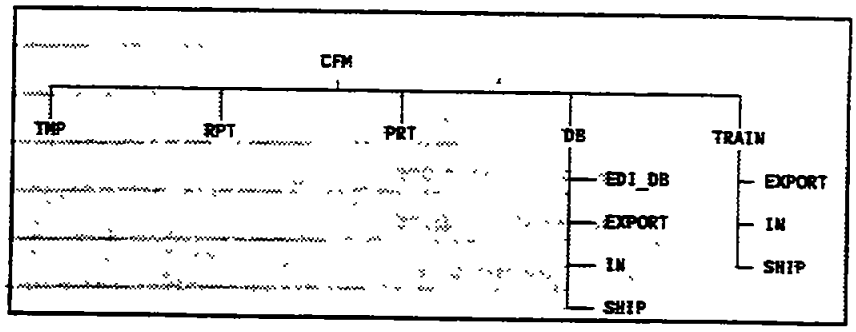
Report or Printable Form
Rating and Ranking Transfer
Route Type Report
Security Risk Codes
Service Failure Codes
Service Failures
Service Type Codes
Shipment Processing History (BL)
Shipment Processing History (Mvmnt)
Shipment Status Code Report
Shipping Instructions
Signature and Tally
Standard Annotations
Standard Annotations
State Abbreviations
TCMD form
TDR History
Tables Entries
Tonnage Detail Report
Tonnage Summary Report
Transportation Discrepancy Report
Unit of Measure Codes
Vessel Types

A.12 Backing Up Your System

The system administrator should back up the CFM system on a regular basis. Depending on your machine there are different methods for backing up a system. Possible methods are: tape backup, copy to another hard disk, or DOS backup to a diskette. If you do not have either tape backup or hard disk on which to archive, then you should run a DOS backup.

A.12.1 The CFM Directory Structure

The CFM system is provided with this directory structure:



The basic files contained in each directory are:

Directory	Contents
CFM	CFM Program Files, Utility Programs (Mostly Read-Only).
TMP	Area for temporary files (Read-Write).
RPT	Report forms definition that are not Laser DOD Forms (Read-Only).
PRT	Report forms definitions that are Laser DOD Forms (Read-Only).
DB	Databases for general/relatively static information (Read-Write)
DB\EDI_DB	Databases pertaining to EDI transfer data.
DB\EXPORT	Databases pertaining to export shipments.
DB\IN	Databases pertaining to inbound shipments.
DB\SHIP	Databases pertaining to outbound shipments.

Directory	Contents
TRAIN	Databases used when a user is set up as a training user.
TRAIN\EXPORT	Training databases pertaining to export shipments.
TRAIN\IN	Training databases pertaining to inbound shipments.
TRAIN\OUT	Training databases pertaining to outbound shipments.

A.12.2 File Types that Should be Backed Up

The only directory that needs to be backed up regularly is the **\CFM\DB** directory and its sub-directories (EDI_DB, EXPORT, IN, and SHIP). All other directories for the CFM contain static data.

The DB directories contains three types of files:

1. IDX - Sorted indexes for the data
2. DBF - Element Data
3. FPT - Free Form Text

The two types of files that need backing up are the DBFs and the FPTs. By backing up these two file types, all data used in the CFM will be saved. The IDX files do not need to be backed up because they can be recreated during the Rebuild/Reindex option from the Local System Utilities menu.

The data files (DBF and FPT) can be split into two different types:

1. Static Data — doesn't change very often (e.g., SPLCS) or

2. Non-Static Data — changes often (e.g., shipment data).

A list of files that are non-static is contained in the file FILES.DAT in the CFM Directory. This list contains the names of the files that change often. You can use this file to do daily backups.

A.12.3 Backup Method

We suggest that you use a round-robin storage for backing up. This method can be used for any of the backup methods (tape, hard disk, DOS) but is described here for the DOS Backup.

Make a backup of all information in the CFM directory and its subdirectories onto floppy disks by using the DOS **backup** command, or **msbackup** if your PC is installed with DOS Version 6.0 or later (See instructions below). Mark these disks as *Full Backup* and number them. This becomes a full backup copy of the system. (You should also have the original software disks as a second backup.)

At the start or end of the week, make a backup of all data files in the \CFM\DB directory and all its sub-directories. Mark this set of disks as *CFM Weekly Group A*. Each day following this weekly backup, do a daily backup.

At the start or end of each day make a daily backup of the files listed in the FILES.DAT file. (See below for instructions). On the first day backup mark the disks as *CFM Daily Group A*. On the second day backup, use a new set of disks and mark them as *CFM Daily Group B*. On the third day backup, use a new set of disks and mark them as *CFM Daily Group C*. On the fourth day, re-use the disks marked *CFM Daily Group A*. Continue using this loop of A-B-C-A-B-C on all daily backups. This cycle makes sure that you have two sets of daily backups representing the past two days. The second set is for extra security in case one set of disks becomes corrupt or unreadable.

One week from your first weekly backup, do a weekly backup up on a new set of disks. Mark these set of disks as *CFM Weekly Group B*. On week 3, make another weekly backup labelled *CFM Weekly Group C*. On week 4, re-use the Group A disks, just as you did with your daily backups. Continue using this loop of A-B-C-A-B-C on all weekly backups.

The cycle you will be completing looks like this:

Full Backup
- Weekly A
  - Daily A
  - Daily B
  - Daily C
  - Daily A
  - Daily B
- Weekly B

Daily C
Daily A
Daily B
Daily C
Daily A
Weekly C
Daily B
Daily C
Daily A
Daily B
Daily C
etc.

A.12.4 Creating Backups

The DOS Backup commands used for the three types of backups are listed below. In each of these commands the *a:* represents the drive to which the backup files are copied. You may change this to another drive letter if you wish. If DOS Version 6.0 (or later) is installed on your PC, use the commands listed specifically for that version.

It is important to label and number backup disks consecutively. When each disk is filled, the backup command prompts you to insert the next disk. To check the sequence of backup disks, use the DOS **dir** command to check the disk number (See your DOS Manual for more information). It is a good idea to keep a record of time and date each backup was done.

A.12.4.1 DOS Backup Command for a Full Backup

```
backup \cfm\*.* a: /s
```

DOS Version 6.0 or Later:

```
msbackup cfmf
```

When prompted, select **Backup**, then **Start Backup** (The files to be backed up are automatically selected).

Note: The cfmf command is not a DOS command. This is a program provided with cfm.

A.12.4.2 Backup Command for Weekly Backup

```
wbackup a:
```

Then follow the instructions of the prompts on the screen.

Note: The wbackup command is not a DOS command. This is a program provided with CFM.

DOS Version 6.0 or Later:

```
wbackup6
```

When prompted, select **Backup**, then **Start Backup** (The files to be backed up are automatically selected).

Note: The wbackup6 command is not a DOS command. This is a program provided with CFM.

A.12.4.3 Backup Command for Daily Backup

```
dbackup a:
```

Then follow the instructions of the prompts on the screen.

Note: The dbackup command is not a DOS command. This is a program provided with CFM.

DOS Version 6.0 or Later:

```
dbackup6
```

When prompted, select **Backup**, then **Start Backup** (The files to be backed up are automatically selected).

Note: The dbackup6 command is not a DOS command. This is a program provided with CFM.

A.12.5 Restoring Files from Backup Disks

When you restore files, the backup disks must be inserted into the disk drive in the proper order, beginning with 1.

By restoring files, you will lose information that is in CFM as follows:

A.12.5.1 Restoring from a Daily Disk

You will lose any shipment data entered after the date and time that the backup disks were made. Use the **drestore** program, which is provided with the CFM software.

The syntax for the drestore command is:

```
drestore A: C:
```

This assumes that **A:** represents the disk drive from which you are restoring and **C:** represents the hard disk drive where CFM resides.

DOS Version 6.0 or Later:

```
drestor6
```

When prompted, select **Restore**, then **Start Restore** (The files to be restored are automatically selected).

Note: The drestor6 command is not a DOS command. This is a program provided with CFM.

A.12.5.2 Restoring from a Weekly Disk

You will lose ALL data entered after the date and time that the backup disks were made. Use the **wrestore** program, which is provided with the CFM software.

The syntax for the wrestore command is:

```
wrestore A: C:
```

This assumes that **A:** represents the disk drive from which you are restoring and **C:** represents the hard disk drive where CFM resides.

DOS Version 6.0 or Later:

```
wrestor6
```

When prompted, select **Restore**, then **Start Restore** (The files to be restored are automatically selected).

Note: The wrestor6 command is not a DOS command. This is a program provided with CFM.

A.12.5.3 Restoring from a Full Backup

You will lose ALL data entered and all updates to CFM programs after the date and time that the backup disks were made. To restore files from a full backup disk, use the DOS **restore** command.

The syntax for the restore command is:

```
restore A: C:\*.* /S
```

This assumes that **A:** represents the disk drive from which you are restoring and **C:** represents the hard disk drive where CFM resides.

DOS Version 6.0 or Later:

```
msbackup cfmf
```

When prompted, select **Restore**, then **Start Restore** (The files to be restored are automatically selected).

Note: The cfmf command is not a DOS command. This is a program provided with CFM.

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